MUHAMMAD LOKMAN HAKIM

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Data-driven analyst with 6+ years in research, benchmarking, and process improvement. Skilled in data analysis, risk assessment, and documentation supporting strategic decisions. Enhanced expertise through data analytics project, certifications and bootcamps.

PROFESSIONAL EXPERIENCE

Project Admin | Alexander Poh Architect
Kajang, Selangor | Feb 2023 - Present
- Conducted technical analyses to enhance project decision-making and delivery.
- Coordinated BIM for Petronas Research Centre and industrial projects to its completion.
- Liaised with various stakeholders to maintain quality control in construction delivery.
- Managed technical documentation, reporting, and tracking to meet critical deadline.

Freelance Data & Design | Self-employed
Kajang, Selangor | August 2022 - Feb 2023
- Performed entry-level data analysis for real estate trends and project tracking.
- Completed freelance drafting jobs and closed deals in property sales and rentals.
- Upskilled in data analytics through online courses and real-world application.

Production Executive | Agrotech Holdings Sdn. Bhd.
Kuala Selangor, Selangor | Oct 2020 - July 2022
- Analyzed and optimized production data to improve efficiency and meet KPIs.
- Led audits for Halal and HACCP certifications, enhancing business credibility.
- Standardized daily reporting for better management decision-making.

Junior Architect | TG Archimetrics Sdn. Bhd.
Kelana Jaya, Selangor | July 2018 – Oct 2020
- Delivered detailed documentation, and process improvements in design and production.
- Collaborated on major logistics and industrial projects, including Cainiao KLIA2.

PROJECTS

Project Delivery & Data Coordination: Managed a full-cycle project, ensuring on-time delivery.
Cross-Functional Delivery: Coordinated Petronas Research Centre and Cainiao Alibaba Warehouse.
Workflow Optimization: Streamlined manufacturing processes, improving efficiency.

EDUCATION

Bsc in Architectural Studies (Hons), IIUM – Dean's List 2013/14.

SKILLS

Data: SQL, Python, Microsoft Excel, Power BI, Tableau.
Design: BIM (Revit, Navisworks), CAD, energy modelling.
Cloud Platforms: AWS, Azure.

CERTIFICATIONS

Data Analytics Bootcamp | AWS re/Start | BTRA | Crisis Management.

LANGUAGES

- **Malay:** Native.
- **English:** Professional Proficiency.