

## MUHAMMAD HIBATULLAH BIN HAMMAD

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### OBJECTIVE

An Entry Level Position for IT Graduate with  
Software Design and Graphics Skills

### EDUCATION

Bachelor of Information Technology (Hons)  
*International Islamic University Malaysia*

Graduated Feb 2016

- Major : Software Engineering
- Related Coursework : Web Programming, System Analysis and Design, Multimedia Technology, Human Computer Interaction, Software Engineering, Requirement Engineering, Software Testing

Sijil Pelajaran Malaysia  
*MRSM Alor Gajah*

Graduated Dec 2008

### SKILLS & ABILITIES

Software & Graphic Design

- Experienced user of Adobe Photoshop and Adobe Illustrator.
- Software modeling and prototyping.

Attentive to details

- Provided statistical research documentation during part-time as research assistant for IPPTN project.
- Managed data entries for several universities and individual researchers for Patentmall.Asia

Documentation & Organization

- Provided monthly analysis report for Petronas Production International Risk.
- Controlling tangible and intangible copy of documentations according to classification at Petronas Risk Management Department.

### EXPERIENCE

Temporary Teacher

Feb 2018 to April 2018

*SK KARAK [Contract/Part-Time]*

- Responsible for teaching Malay language and English for primary school student at SK Karak.

Retail Assistant

Mar 2017 to Oct 2018

*Kedai Rakyat 1 Malaysia Karak [Full-Time Permanent]*

- Perform daily retail routines as cashier, storekeeper, stock loading and stock balancing.
- Business operation halted at October 2017.

Risk Management Intern

June 2015 to Dec 2015

*Upstream International Risk Management Department Petronas [Internship]*

- System Admin for Enterprise Risk Management and Enterprise Content Management.
- Prepared media presentation for UI Business Entry and Exit Project, UI Leaders Dialogue, IPM Luncheon.
- Designed a graphic documentation of UIRM Document Management Procedure, CRMC, PIRMC & UIRMC Terms of References.
- Committee for UIRM Biggest Loser Event.

## OTHER EXPERIENCE

Freelance PC Technician cum Graphic Designer [Freelance] <i>Freelancer</i>	Current
Web Content Editor [Freelance/Part-Time] <i>ZHR VENTURE</i>	Mar 2016 to June 2017
Data Entry [Part-Time] <i>PATENTMALL.ASIA</i>	June 2016 to July 2016
Research Assistant [Part-Time] <i>Graduate Research Unit IIUM</i>	Nov 2012 to Feb 2013
Retail Assistant [Part-Time] <i>Popular Bookstore</i>	May 2011 to July 2011

## REFERENCES

*AHMAD REDWAN BIN DARUS*  
*Guru Penolong Kanan 1 SK Karak,*  
  
*SK Karak,*  
*No 1, Jln Kg Tok Muda Haji Mohamed,*  
*28600, Karak.*  
  
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Nur Ain Nabilah bt M Nazri  
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