



MUHAMMAD ARIF BIN MOHD ZAID

Contact Details	
Address	: 01-09-04, Flat Bandaraya, Kg. Kerinci, 59200 Kuala Lumpur
Mobile No.	: 019-3783709
Email	: arifzaidx89@gmail.com

Personal Particular	
Age	: 28 years old
Date of Birth	: 7 February 1989
Nationality	: Malaysian
Gender	: Male
Marital Status	: Married
IC No.	: 890207-14-5555

Qualification	
Highest Qualification	: Diploma in Information Technology
Field of Study	: Web Programming
Major	: Information Technology
Institute/University	: Cybernetics International College Of Technology, Taman Maluri, Kuala Lumpur
CGPA	: 3.12
Graduation Date	: 2010
Qualification	: Sijil Pelajaran Malaysia
Field of Study	: Catering
Major	: Entrepreneurship
Institute/University	: Sekolah Menengah Teknik (ERT) Setapak, Kuala Lumpur
Graduation Date	: 2006

Experience	
Employment History	
Company Name	: WCT Construction Sdn Bhd
Position Title	: Document Control Assistant
Position Level	: Permanent Staff
Duration	: July 2014 – End March 2017
Monthly Salary	: RM 1500 + RM 200 (ALLOWANCE SITE)
Responsibilities	:
1.	To comply with ISO documentation
2.	Jobs assigned by Officers/ Executive/ Managers
3.	Proper filing
4.	Use Aconex System

Project Involved :

1. Cadangan Pembangunan 1 Blok Kompleks Perdagangan 11 Tingkat dengan 2 Tingkat Besmen di atas Lot PT479, Jalan Cochrane, Seksyen 90, Bandar Kuala Lumpur, Wilayah Persekutuan untuk Tetuan Boustead Ikano Sdn Bhd Contract No. 2014 Main Contract Package

Client: Boustead Ikano Sdn Bhd
Contract Sum: RM 651 620,000.00
Project position: Document Control Assistant
Project duration: Oct 2014 to Mac 2017

Scope of works:

- a. Assist Document Control Manager in controlling all documents in accordance with the requirements of the company Quality Manual and any related procedures.
- b. Assist Document Control Manager in establishing a system to record the receipt, distribution and revisions of the documentation such as drawings, material submittal, RFIs, Field Adjustment Forms and etc.
- c. Assist Document Control Manager in copy and distribute all controlled documents identified by the Project Manager.

2. Proposed Design, Construction and Completion of Government Building (MITI Headquarters) and External Works on Part of PT 25966 (Formerly Known as Plot 8), Jalan Khidmat Usaha, Mukim Batu, Kuala Lumpur

Client: Putrajaya Management Sdn Bhd
Contract Sum: RM300,519,423.68
Project position: Document Control Assistant
Project duration: Feb 2012 to Sept 2015

Scope of works:

- a. Assist Document Control Manager in controlling all documents in accordance with the requirements of the company Quality Manual and any related procedures.
- b. Assist Document Control Manager in establishing a system to record the receipt, distribution and revisions of the documentation such as drawings, material submittal, RFIs, Field Adjustment Forms and etc.
- c. Assist Document Control Manager in copy and distribute all controlled documents identified by the Project Manager.

Company Name : Skynet Worldwide (MWT) Sdn Bhd
Position Title : Billing Assistant
Position Level : Permanent Staff
Duration : January 2012 – July 2014
Monthly Salary : MYR 1030
Work Description :

- 1- Assume the responsibility of receiving and sorting incoming payments with attention to credibility.
- 2- Issue and post bills, receipts and invoices.
- 3- Write thorough reports on billing activity with clear and reliable data.
- 4- Provide solutions to any relative problems of clients.
- 5- Update accounts receivable database with new accounts or missed payments.
- 6- Filling invoice and bills.

Company Name : Why Pay More (Mid Valley)
Position Title : Customer Service Associate
Position Level : Fresh/Entry Level
Duration : July 2010 – February 2011
Monthly Salary : RM 850
Work Description :

Handles customers, monthly inventory and stock checking for Production Department.

Company Name : Gelato Fruity (Times Square)
Position Title : Sales Assistant
Position Level : Part Time Crew
Duration : May 2009 – November 2009
Monthly Salary : RM 800
Work Description :

Handles customers, monthly inventory and stock checking for kiosk.

Skills

(**Proficiency: Advanced** - Highly experienced; **Intermediate** - Familiar with all the basic functionalities; **Beginner** - Just started using or learning the skill)

Skill	Years	Proficiency
Aconex System	2	Advanced
MS Office	7	Advanced
Database & HTML Web	5	Intermediate
Visual Basic	5	Intermediate
Adobe Photoshop	5	Beginner

Languages

(**Proficiency: 0=Poor - 10=Excellent**)

Language	Spoken	Written
Bahasa Malaysia	10	10
English	6	5

Text Resume / Additional Info

Course : Information Technolgy

Subject taken:

1. Graphic and Animation of Computers
2. Data Structure
3. Organization Systems of Computer
4. Visual Basic
5. Mathematics
6. English for Academic Purpose
7. Database Management System
8. E-Commerce
9. Entrepreneurship
10. Application Web

Curricular & Co-curricular Activities:

1. Members of Linux Clubs Cybernetics
2. Peserta Pembarisan Karnival Merdeka Cybernetics
3. AJK Perabot ERT Setapak
4. AJK Kelab Bola Sepak ERT Setapak
5. Members Of Kadet Remaja Sekolah ERT Setapak
6. Members Of Bahasa Melayu Dan Persuratan Clubs ERT Setapak
7. Members Of Rumah Saga Clubs ERT Setapak

Job Preferences

Expected Monthly Salary : RM 1800 (Negotiable)
Willing to Travel : Yes
Willing to Relocate : Yes
Possess Own Transport : Yes
1 Motorcycle 1 Car

References

Name : Zalman Bin Sukardi
Relationship : Assistant Manager
Position : Assistant Manager Document Control
Company : WCT Berhad
Telephone : 016-3332178

Name : Yusri Bin Md Yusof
Relationship : Manager
Position : Assistant Manager Billing
Company : Skynet Worldwide
Telephone : 013-3053552

Name : Elizabeth E.L.F
Relationship : Manager
Position : Shop Manager
Company : Why Pay More, Mid Valley
Telephone : 016-2582410