



MUHAMMAD SYAFIQ SYAHMI BIN ROZALI
No 12, Jalan Putra Perdana 3/20
Taman Putra Perdana,
47130 Puchong, Selangor
mistasyafiex@gmail.com

PERSONAL PARTICULARS

D.O.B	: 08 March 1992	Marital status	: Single
I/C NO	: 920308-08-5365	Religion	: Muslim
Age	: 25	Nationality	: Malaysian
H/P. NO	: 011-11385985	Health	: Excellent

OBJECTIVE

- Improve and develop themselves in their respective fields for a professional career
- Looking for experience and increase useful knowledge, which can benefit through excellent communication skills, problem solving skills and other skills, to help improve personal performance, productivity and quality
- Develop and maintain excellent performance including providing ideas for improvement of the existing management system

EDUCATION BACKGROUND

Diploma (2014-2016)

Fields of study : Diploma in Executive System Computer (Level 4)
Institute/University : Intra International Skills Academy
Marks : 94/100

Secondary School/SPM/PMR

SPM

School/Institute : Sekolah Menengah Kebangsaan Puchong Utama 1
Attended Class : 2009
Grade : 3C,3D,2E

PMR

Attended Class : 2007
Grade : 3B,4C,1D

WORKING EXPERIENCE

Oct 2016-Now : Self Employed

- Sell Pc/Laptop, Computer service, Backup service
- Online Seller at Mudah, Facebook as a medium to promote product.

Oct-Jan 2016 : Internship as Technician Computer at Sigma Rectrix System (M) SDN BHD

- Maintenance, corrective and preventive client computer and printer (Penjara Malaysia, Perkeso, MOSTI, DBKL and ASWARA.
- Keep technology skills up-to-date.
- Analyzes and resolve hardware/software/problem such as operational discrepancies, job aborts, and network issues
- Upgrade, Downgrade processor
- Responsible for monitoring network and server
- Wrapping and packaging box to export
- Responsible for monitor work environment

COMPUTER SKILLS

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

Skill	Proficiency
Microsoft Office/Excel	Intermediate
Software	Advanced
Hardware	Advanced

ADDITIONAL SKILL

- A thorough knowledge of operating system, hardware and commonly used software
- Good communication and customer self service skills
- Excellent problem-solving skills
- A patient and organized approach
- The ability to meet deadlines
- A willingness to keep up to date with IT developments
- An awareness of electrical safety issues
- Basic Adobe Illustrator, Lightroom.

LANGUAGES

Language	Proficiency
Bahasa Malaysia (Writing, Speaking, Reading)	Fluent
English (Writing, Speaking, Reading)	Intermediate

MISCELLANEOUS

Expected monthly salary : Rm 1500 – Rm 1800 (negotiable)

Willing to relocate : Will consider

Possess own transport : Yes

Licenses : B2, D

REFERENCE

Name : En. Najib Bin Mustaffa
Post : Sales Manager
Address : SIGMA RECTRIX SYSTEMS (M) SDN BHD
H/P NO : 019-2400893