

RESUME

MUHAMMAD SYAFIQ BIN AB. HALIM

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Objective

To apply the knowledges and skills that I gained during my studies for the job in your company and to gain the experience in electrical engineering field or related. Ready to learn new skills in precision engineering which is a subdiscipline of my course. If it is possible I want to be employed as a permanent staff in your company.

Education

**Finished studies in Ungku Omar Polytechnic June 2014-June 2017
(Diploma in Electronics Engineering (Computer))**

CGPA : 2.83

(Graduation next year on convocation of Ungku Omar Polytechnic in AUGUST 2018)

Major : Electrical Engineering

Class attended: Electrical Wiring, Computer Architecture & Organization, Computer
System Diagnosis and Maintenance

Sekolah Menengah Teknik Melaka, Bukit Piatu (SMTM) (Sijil Pelajaran Malaysia) 2012-2013

Obtained distinctions in English Language, Physics, Engineering Drawing and Mathematics

Extra curricular activities

Ungku Omar Polytechnic, Ipoh

- Member of Carom Club
- Committee member of Hiking Club

SMTM, Bukit Piatu

- Active Member of Badminton Club
- Member of Silat Seligi Putra
- Member of History Club

Skills

Language: -Able to speak and write in both languages, English and Malay
-Good communication skills
-Knowledge of computer hardware and maintenance

Leadership, teamwork and management:

1. Able to be working in groups and individually
2. Willing to learn and accept new things
3. Computer literate
4. Reliable

Others:

1. Basic in troubleshooting computer hardware and software problems.
2. Familiar with MS Office (Word and Power Point) and other computer program.
3. Basic in electrical wiring from first semester

Working Experiences

Internship at **Digicity (M) Sdn Bhd** as a 'technical assistant' (6 month)
(28 November 2016 – 14 April 2017)

Scope of work:

- Doing a 'preventive maintenance' in the government association such as Jabatan Ketua Menteri Melaka (JKMM), Planetarium, Unit Inovasi dan Penyelidikan and many more
- Update antivirus, serial number for PC, monitor, mouse, keyboard and printer.
- Checking RAM size, hard disk capacity, formatting a notebook and desktop (Windows 7 only)
- Upgrade memory size 4GB RAM to 8GB RAM , Upgrade windows 7 (from 32-bit to 64-) clean install.
- Installing 30 PC in a computer lab at Sekolah Menengah Kebangsaan Tunku Besar.
- Proficient in using 'HIREN' software and 'Driverpack Solution 2016'

Bakery Assistant at **King's Confectionary Sdn Bhd**, Cashier (Full Time Staff)
(24 April 2017 – until now) 'still working' (Basic RM1000)

Scope of work:

- Produce high quality of bun, pastries and cake
- Take care of customer needs
- Declaration of money sales before closing
- Checking stock taken when open the shop, must have low variance of cake and buns
- Doing some 'wording' on customer cake.
- Helping baker to produce good quality bun and pastries

References

1. En. Mohd Firdaus Bin Aziz

Technician of Digicity Sdn Bhd

Digicity (M) Sdn. Bhd.

Contact no: **0176035421**

E-mail: digicity@gmail.com.my

Office No : 06-2861895 / 06-2861897

Fax : 06-2861896

2. Maswin Bin Darawin

Outlet Manager of King's Confectionary TSM

Tesco Melaka, Peringgit

Contact no: **0173167859**

E-mail: admin@kings.com.my

Office No : 03-62723633

Fax : 03-62734176