Syed Hariz

[E-Portfolio](#) | syedhariz1995@gmail.com | [012-9046287](tel:012-9046287)

Experience

Swis Resources Sdn Bhd   **12.2020 - 02.2023**
Accounts Receivable Clerk (08.2022 - 02.2023)

- Daily debtors ageing update using TNB's SUS Portal
- Verify and prepare invoices to clients in ERP
- Recording of bank deposits, updating cash receipts logs, and posting of cash in ERP
- Update collection records in ERP (Set-off)
- Monitor and collect accounts receivable by contacting clients via telephone or email
- Monitor retention sum record with clients and follow up on retention claims
- Debtors reconciliation
- Prepare CA Form, Bank Guarantee
- Prepare payment voucher for staff claim, and listing for payment process
- Prepare payment listing for online bank transaction
- Upload approved payment slip into company's server
- Filing of documents

Administrator @ Public Relation (12.2020 - 07.2022)

- Company Profile - Write up and updates
- Website content and updates with Web Designer
- Internal Communication (Internal development, views, dissemination)
- Dealing with enquiries from the public
- Before the line advertising and promotion

InnoQB Sdn Bhd   **01.2020 - 03.2020**
Developer

- Website development using Microsoft's .NET Platform

Max Solution Sdn Bhd   **01.2019 - 05.2019**
Intern : Analyst Programmer, Project Executive

- Active Directory Migration in Malaysia International Shipping Corporation Berhad (MISC)
- Android Application Development
- Flutter Application Development

Projects

Netflix Clone Project | [Website](#) | [GitHub](#)

- Created a responsive Netflix Clone using TMDB API, using Typescript, with a simple sign up, sign in, and log out function with Firebase

Library Landing Project | [Website](#) | [GitHub](#)

- Created a responsive Library page with React.js, together with a cart and sort function.

Watch HD Movies Project | [Website](#) | [GitHub](#)

- Created a responsive Movie page using OMDb API, retrieve data dynamically, and implemented sort function.

Education

Bachelor of Computer Science (Hons)   2015 - 2019
KDU University

Foundation of IT and Engineering   2013 - 2015
Management and Science University

Sijil Pelajaran Malaysia (SPM)   2008 - 2012
SMK SS 17

Tech Skills

Languages : HTML5, CSS, JavaScript, TypeScript

Frameworks : React,js, Next.js, Material-UI

Technology : npm, git, yarn, Firebase