Sara Soraya M. Shamaun

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PROGRAMMING LANGUAGE

Front-End Development

- HTML ★★★★☆
- CSS ★★★★☆
- JavaScript ★★★★☆
- SQL ★★★☆☆
- Next.js ★★★☆☆
- WordPress ★★★★☆
- Vue.js ★★★★☆

Back-End Development

- Node.js ★★★☆☆
- MongoDB ★★★☆☆
- Express.js ★★★☆☆
- Java ★★★★☆
- Python ★★★★☆
- PHP ★★★★☆
- C++ ★★★★☆

PROFESSIONAL EXPERIENCE

MIDP GROUP SDN BHD   2022-2024
ADMIN & TECHNOLOGICAL OFFICER

Main Responbilities:
- Prepared reports, procedures and policies for upper management.
- Maintained, updated and redesigned websites to increase visual appeal, interactivity and user experience.
- Provided technical support by giving technical guidance to staff and resolving escalated issues.
- Provided technical support for basic cybersecurity implementation focuses on establishing fundamental security measures to protect an organization's digital assets. This involves setting up essential defenses, monitoring systems for potential threats, and educating employees on safe practices.
- Ensuring quality customer service and staying informed about emerging technologies.
- Assisted marketing department in optimizing comapny's website by generating SEO reports.
- Managed organizational data, ensuring accuracy, security, and compliance with data protection regulations.
- Developed documentation for IT processes, systems, and procedures.
- Provided orientation and familiarization to new recruits to ensure effective onboarding.
- Assisted employees in searching for trainings/courses for career development.

Highlights & Contributions:
- Prepared competitive analysis report which gives the management an overview of the company's SWOT in terms of target market, price, demographic and business size.
- Led and coordinate with other departments in updating the web content (classes, events, blogs and trainers) to align with company's business objectives.
- Enhancing team's proficiency with technologies application(Canva,Calico tab).
- Managed live streaming for Facebook live during events and tournaments.
- Perform historiacal data analysis which helped the management to identify risks (threats/opportunities) that can impact the company's performance.

Selangor Human Resource Development Centre (SHRDC)   **2021**
TRAINING
Train under SHRDC in Machine Learning with Python & Deep Learning with DL4J.

BOUSTED NAVAL SHIPYARD   **2019**
TECHNICAL SUPPORT INTERN - IT DEPARTMENT
Responsibilities:
- Contributed to the development of new pages, resolved technical support requests, and offered guidance and assistance to colleagues on IT matters.
- Supported the IT manager by installing and configuring hardware and software.
- Assisted in identifying and resolving web development issues.

Other Technical Skills
- Virtualization by using VMware.
- Software installation.
- Hardware troubleshoot and installation.

LANGUAGES (WRITING & SPEAKING)

English   ★★★★☆

Bahasa Malaysia   ★★★★☆

EDUCATION & CERTIFICATIONS

2016 - 2020
Bachelor of Science (Honours) Cognitive Science.
University Malaysia Sarawak.

2012 - 2015
Diploma in Computer Science.
University Teknologi Mara.

2021
Certificate Deep Learning in Computer Vision.
CertifAI powered by Skymind.

2024
Certificate in Computer Repairing and Maintenance
Anamitra Consultancy Plt.

2025
Gamuda AI Academy

EXTRACURRICULAR ACTIVITIES

2017
Taught kids to Code at Codelab.
Sarawak.

2016
Volunteer in TEDxYouth@Kenyalang.
Sarawak.