

ZAIHIDIN BIN ABDUL RAHMAN

Assistant Security Officer (Gred KP29),
Sarawak Security and Enforcement Unit
Department of Premier Sarawak

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EXECUTIVE SUMMARY

Highly motivated and detail-oriented professional seeking to advance my career in Sarawak Civil Service (SCS). Equipped with strong administrative skills, problem-solving abilities and a commitment to public service excellence. I am eager to contribute to organizational success while enhancing my capabilities in governance and administration for long-term career growth.

A. EDUCATION BACKGROUND

Open University Malaysia (OUM)

Bachelor of Information Technology (Hons)

CGPA: 3.41 / 4.00

Final Year Project: Investigation Paper Management System (IPMS) Web-Based Development

Kuching Learning Centre

(Jan 2019 – August 2022)

Universiti Malaysia Sarawak (UNIMAS)

Master in Information Technology Management

CGPA: 3.73 / 4.00 (Current CGPA)

Ongoing IT Project: Enhancing Cybersecurity Compliance in Sarawak Civil Servant (SCS) Staff: A Multi-Dimensional Analysis

Kota Samarahan

(Feb 2024 – present)

SMK GREEN ROAD

Sijil Tinggi Pelajaran Malaysia (STPM)

CGPA: 2.83

Kuching

(Year 2011)

B. WORK EXPERIENCE

1. Sarawak Security and Enforcement Unit (SSEU), Department of Premier Sarawak *(July 2018 – present)*

Assistant Security Officer (Gred KP29)

i. Investigation Officer

- Managed and led three (3) investigations for cases under the Forest Ordinance 2015 (Cap 71).
- To ensure Investigation Paper (IP) is conducted within time frame 30 days according to para 5 Pekeliling Keselamatan dan Penguatkuasaan Bil. 1/2019 .
- Carry out IP checking accordingly within 14 days time frame to convey the results to Sarawak Attorney General Chamber (SAGC) or returned IP to department/agencies for further action.

ii. Prosecutor Officer

- Appointed as Prosecutor's Officer (PO) on 5th September 2023 by SAGC.
- Assisted Deputy Public Prosecutor (DPP) in court proceedings, presenting evidence and arguments to support the prosecution's case.

iii. *Operational Technical*

- Assisted in planning and coordinating for each operation conducted.
- Assisted in joint operations conducted by other enforcement agencies.
- Carried out intelligence and operations tasks continuously.

iv. *Strategic Planning*

- Assisting in providing feedback briefings and reports for post-mortem meetings regarding conducted operations.
- Appointed as the Balanced Scorecard KPI owner for Investigation Paper (IP) monitoring to ensure the objectives achieve 100% results.
- Preparing the weekly duty roster for enforcement section staff.
- Assisting in planning meetings, training activities and external duties for enforcement officers and staff.
- Supervising the SSEU Library, meeting room and Enforcement Operations Room.

v. *Event Engagement*

- Performing at corporate event as a manager and vocalist SSEU Gladiator Band.
- Served as Stage Manager for various SSEU events.

2. Fire and Rescue Department Malaysia (Mac 2015 – July 2018)

Fireman (Gred KB19)

- Engaging in fire suppression, rescue missions and managing diverse emergencies such as accidents and hazardous material incidents.
- Conducting safety inspections, delivering public awareness programs on fire prevention and organizing drills to enhance community preparedness.
- Ensuring upkeep and functionality of firefighting apparatus, vehicles and infrastructure within fire stations.

3. Bank Simpanan Nasional (Jan 2014 – Mac 2015)

Documentation Clerk

- Responsible for managing the documentation for all financing until the documentation process is fully completed.
- Perform stamping on financing documents manually or online.

C. ACHIEVEMENT

- Awarded *Anugerah Perkhidmatan Cemerlang* (APC) two times for year 2019 and 2023
 - Participant in Innovation and Creative Circle (ICC) 2023 *Peringkat Jabatan Premier Sarawak* (i-Track Group)
 - Overall Best Participant of the OB30 Program Training UKPN 2018
 - *Peserta Kawad Terbaik (Gred 29) Kursus Asas Keselamatan & Penguatkuasaan UKPN 2018 di Maktab Polis Diraja Malaysia Kuala Lumpur*
 - 1st place in Volleyball sport in *Program karnival SCS JPS - RANDO Edisi ke - IV Tahun 2023*
 - 3rd place in Men Long Jump MAKSAK Sarawak 2019
 - 6th place in Sarawak Regatta 2023 Men's Kenyalang 20-Crew (Ministries/Agencies/GLC/Private)
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D. CERTIFICATION

- Rocheston Certified Cybersecurity Specialist (RCCS) (August 2023)
- Rocheston Certified Cybersecurity Engineer (RCCS) Level 1 (October 2023)
- Prosecution Officer (September 2023)
- SCS Khidmat Sokongan Pekerja (SCS-KSP) (November 2023)
- Junior Command Course Siri 1/2022 (Mei 2022)

E. SKILLS

- **Microsoft Office:** Word, Excel, Power Point and Visio
- **Web Development:** HTML5, CSS3, JavaScript, PHP, SQL and React.JS
- **Cybersecurity Awareness:** Knowledgeable in best practices for online security, risk mitigation, and educating others on safe Internet usage.
- **Investigation:** Experienced in conducting thorough investigations, gathering evidence, and preparing reports in a professional setting.
- **Enforcement:** Skilled in applying regulations and ensuring compliance with laws and standards.
- **Problem-Solving:** Strong analytical and critical thinking abilities for identifying issues and implementing effective solutions.

F. REFERENCES

1. YBhg. Datu Dr. Chai Khin Chung
Director of Sarawak Security and Enforcement Unit
datodrchai@sarawak.gov.my
2. YBhg. Dato' Haji Mohamad Morshidi Bin Mustapha
Deputy Director of Sarawak Security and Enforcement Unit
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