



## Mohd Hafiz Hazari

Manager

Cactus Technology Sdn. Bhd. - MY-SUTERA GROUP

(+60) 13 – 855 3764 | hafizhazari86@gmail.com | MYR 3,000 (Negotiable) | Kuala Kangsar, Perak

## Experience

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10 years of total experience

May 2015 - Aug 2019

### Manager

Cactus Technology Sdn. Bhd. - MY-SUTERA GROUP | Malaysia

Industry	Computer / Information Technology (Hardware)
Specialization	IT/Computer - Hardware
Role	Management
Position Level	Manager

Analyzes complex business needs presented by the user community and/or clients and recommends technical solutions.

Ensures the consistency and maintainability of existing applications by creating, maintaining, and enforcing standards/procedures for implementing technical solutions.

Directs operations in executing production tasks according to a documented schedule that meets or exceeds customer expectations.

Produces detailed time line for each application release and implements effective project control by monitoring the progress of the software release and reporting the status.

Directs and prioritizes the work load of subordinate personnel.

Reviews all designs, code and unit test plans where applicable.

Approves all business requirements prior to the technical solution.

Participates on all hardware and software evaluations and maintains vendor contracts.

Represents the IT function at customer review meeting when appropriate.

Perform liaison duties between users, operations, and programming personnel in the areas of systems design, modifications or trouble shooting.

Performs salary administration and conducts interviews and makes recommendations for new hires, consultants and/or replacement personnel.

Mar 2015 - Aug 2019

## Head Of Advisor

Ganis Holding (Canggih Shoppe ) - MY-SUTERA GROUP | Selangor, Malaysia

Industry	Retail / Merchandise
Specialization	Education
Role	Management
Position Level	Senior Manager

Work closely with the operational and management teams, utilize relationships to ensure that product implementation schedules are met.

Manage and develop for retail concept.

Discuss about price, discount from supplier, and compare product price.

Involve for purchases product/material/facilities & it for company.

Develop or setup for new branches.

Facilitate strategic partners' resources to assist in the Management process.

Manage and prepare annual reports on the production.

Manage and supervise the orders by major customers

In relation with all the Suppliers, Vendors, and Customers dealing with Company

Managing and preparing layouts sales & exhibition.

Manage technical the problems of online purchases.

Support it & multimedia problems ( Hardware & software)

Recruiting, training, supervising and appraising staff

Managing budgets

Maintaining statistical and financial records

Dealing with customer queries and complaints

Overseeing pricing and stock control

Maximizing profitability and setting/meeting sales targets, including motivating staff to do so ensuring compliance with health and safety legislation.

preparing promotional materials and displays

liaising with head office

Mar 2015 - Aug 2019

## **Business & Software Development**

My-Sutera Sdn. Bhd. (Canggih) - MY-SUTERA GROUP | Selangor, Malaysia

Industry	Apparel
Specialization	IT/Computer - Network/System/Database Admin
Role	Management
Position Level	Senior Executive

Identify new business opportunities - including new markets, growth areas, trends, customers, products and services.

work strategically - carrying out necessary planning in order to implement operational changes.

Manage and develop for retail concept. - Discuss about price, discount from supplier, and compare product price.

Involve for purchases product/material/facilities & it for company.

Develop or setup for new branches.

Facilitate strategic partners' resources to assist in the management process.

Manage and prepare annual reports on the production.

Manage and supervise the orders by major customers.

In relation with all the Suppliers, Vendors, and Customers dealing with Company

Managing and preparing layouts sales & exhibition.

Manage technical the problems of online purchases.

Support it & multimedia problems ( Hardware & software)

Manage and support for point of sale

Repair for pc problem.

Assess infrastructure on a regular basis to ensure it continues to meet necessary demands.

Manage daily operations of the IT department.

Develop new strategies and IT procedures to increase efficiency, enhance workflow and improve customer satisfaction.

Coordinate the needs of in-house IT experts and remote employees, vendors and contractors.

Protect customer data from outside infiltration through encryption, secure data storage and other necessary means.

Network/System/Database.

Assist with the installation of new hardware and software and help train employees on its use.

Manage and oversee departmental quotas.

Offer suggestions for possible upgrades and changes within the IT department. Advise clients objectively on where IT might make a difference to the business.

Planning the stages of the project and how each affects the business.

Co-ordinating the project team Agreeing costs, timescales and standards to be met and monitoring these through the project.

Manage and technical support all branch retail for pos system.

Create visual aspects of marketing materials, websites and other media, including info graphics.

Branding & Corporate design.

Experience in social media marketing or as a digital media specialist.(FB, Insta, Twitter,)

Excellent consulting, writing, editing (photo/video/text), presentation and communication skills.

Demonstrable social networking experience and social analytics tools knowledge Adequate knowledge of web design, web development, CRO and SEO.

Knowledge of online marketing and good understanding of major marketing channels

Positive attitude, detail and customer oriented with good multitasking and organizational ability.

Involves warehouse system, barcode, Inventory, and package box for warehouse.

Sort and place materials or items on racks, shelves or in bins according to organizational standards.

Maintains inventory controls by collecting stock location orders, printing request, recording amounts of materials or items received or distributed through a computer. May also assist in counting of physical inventory.

Design and produce display for stock information.

Jun 2011 - Mar 2015

### **Senior Executive Customer Service**

GALERI ILMU MEDIA GROUP | Selangor, Malaysia

Industry	Printing / Publishing
Specialization	Customer Service
Role	Management
Position Level	Senior Executive

Work closely with the operational and management teams, utilize relationships to ensure that product implementation schedules are met.

Facilitate strategic partners' resources to assist in the Management process.

Manage and prepare annual reports on the production and selling Magazines & Books Under Company.

Manage and supervise the orders by major customers.

In relation with all the Suppliers, Vendors, and Customers dealing with Company.

Managing and preparing layouts sales & exhibition.

Manage technical the problems of online purchases  
Support it & multimedia problems ( Hardware & software)

Builds and maintain business relationship with clients by providing prompt and accurate service so as to promote customer loyalty.

May mentor or give direction to junior team members and provide training on best practices.

May assist management in ensuring performance goals are met.

Assists the Customer Service Representative (CSR) with difficult cases.

Ensures delivery of excellent customer service through fast and accurate processing of orders, communication, and coordinating with other departments to resolve inquires.

Aug 2009 - May 2011

### **Multimedia & Event & Promotion Officer**

Blue-T Communication & Ana Muslim Distributors Sdn.Bhd.

Industry	Printing / Publishing
Specialization	Advertising/Media Planning
Role	Advertising Executive/Account Manager
Position Level	Fresh / Entry Level

Crate web site Design, Multimedia, Video, and Online shop.  
manage file and document.

Work closely with the operational and tele-services teams, utilize relationships to ensure that product implementation schedules are met.

Facilitate strategic partners' resources to assist in the sales process.

Experience in social media marketing or as a digital media specialist.(FB, Insta, Twitter,)

Excellent consulting, writing, editing (photo/video/text), presentation and communication skills.

Demonstrable social networking experience and social analytics tools knowledge.

Adequate knowledge of web design, web development, CRO and SEO.

## Education

2009	<b>University Malaysia Sarawak</b> Bachelor's Degree in Art/Design/Creative Multimedia   Malaysia  Major Bachelor Of Applied & Arts (Design Technology) CGPA 3.42 / 4.0
2005	<b>Sekolah Menengah Kebangsaan Clifford</b> Higher Secondary/STPM/"A" Level/Pre-U in Arts   Malaysia  Major art Grade Pass/Non-gradable

## Skills

Advanced	Microsoft Office - Excel, Word , PowerPoint,, Purchase All Product IT/Gajet, Creative Design - Adobe Creative Master, Presentation And Communication Skills, Hardware and Software Installations/Repairs, Web Design, Photography And Video Editing Skills, Networking, Cabling, Digital Phone Office System, POS System, Myob, Ubs, Fact And Quick Book
Intermediate	3D Software - Studio Max, & Maya, Mysql, Data Base, Barcode And Inventory System

## Languages

Proficiency level: 0 - Poor, 10 - Excellent

Language	Spoken	Written
Bahasa Malaysia	10	10
English	8	6
Arabic	7	7

## Additional Info

Expected Salary	MYR 3,000
Preferred Work Location	Kuala Lumpur, Selangor, Perak

**Other Information**

"I am very interested in the position I have a range of relevant skills and experience that fit the position you described, including:

Work experience in your industry (review My resume)

Knowledge about Magazine Distribution/penetration 5 years.

Manage Carnival or exhibition sale

Good services for Customer.

Develop business magazine

Fluent in writing and spoken English,

Malay language, and Arabic language

Able to type 70-80 words per minute

Proficient in Microsoft Word, Excel, Power Point, Java Editor, Flash, Dream waver, Adobe Photoshop, Illustrator, In Design, Adobe After Effect, Adobe Premier, Adobe Editor, Maya alias 3D, 3D Max Studio and Light wave 3D 9, POS system, UBS , SQL, FACT, Software and hardware installation / repair, Digital Phone g or office, printer Networking, Cabling and Database systems.

Good and familiar Macromedia Director application

I believe these qualities; skills and qualifications make me a solid candidate for this position and appreciate you reviewing my enclosed resume.

I look forward to discussing this matter further with you.

Yours sincerely"

Resume:

Name:mohd hafiz b. hazari

Email:hafizhazari86@gmail.com

Phone Number: 013 855 3764

**About Me**

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Gender	Male
Age	34 years
Telephone Number	(+60) 13 855 3764
Address	No 40, Batu 30 ¼ , Kota Lama Kir,i 33000, Kuala Kangsar Perak.
Nationality	Malaysia