



Wirda Shafira Mohamad Amin

Project Manager (7 years)
3F Resources Sdn Bhd

(+60) 123134586 | wurdashafira@gmail.com | MYR 7,500 | GOPENG, Perak

Experience

7 years of total experience

Apr 2010 - Present
(6 years 8 months)

Project Manager 3F Resources Sdn Bhd

Industry	Computer / Information Technology (Software)
Specialization	IT/Computer - Software
Role	Project Management
Position Level	Senior Executive
Monthly Salary	MYR 5,250

A. Monitor and manage all company project including hardware and software delivery.
B. Do the documentation such as reporting, user and admin manual also software and hardware documentation such as URS.
C. Keep track on the project schedule in order to ensure it meet the timeline specified.
D. Attend meeting with client and verify and analyse on any issue raised by the project team member.
E. Prepare Project Charter and Project Governance
F. Interface with the client as required for engineering and management activities including project progress presentation, external reviews and sign-offs, handling of changes to the proposal/contract, coordination for acceptance testing, installation etc.

List of Project :

1-STAMPS - Stamp Assessment and Payment System (System Development and Maintenance)

A project with Lembaga Hasil Dalam Negeri Malaysia. Web based application

2 - Digital Frangki (System Development and Maintenance)

A project with Lembaga Hasil Dalam Negeri Malaysia- Client based application

3 – Perolehan Mesin Frangki Digital Untuk Pembukaan Pusat Khidmat Hasil, LHDNM.

A project with LHDNM. – Hardware supply.

4- Perkhidmatan Penyenggaraan Dan Sokongan Berkaitan Storan Server Consolidation, STAMPS dan Sistem Backup

5 – Penyenggaraan Pangkalan Data Oracle 10G untuk Aplikasi STAMPS di LHDNM

6 - Student Attendance System (System Development and Maintenance)

A project with UTM.

7 - Student Attendance System (System Maintenance)

A project with UPSI.

8 - Student Attendance System (System Maintenance)

A project with UIA

9- SPP II (System Maintenance)
A project with Jabatan Perdana Menteri

10- Language Lab
A project with Institut Terjemahan Negara Malaysia

11- X CLASS
A project with Ministry of Education (Sarawak Region)

12- Hardware Delivery (Leasing) - Computer, Notebook and Printer
*Perbadanan Putrajaya
*Suruhanjaya Syarikat Malaysia
*Perbadanan Harta Intelek Malaysia
*International Islamic University Malaysia

13- Voluntary Notification System (System Development and Maintenance)
Develop a system for Perbadanan Harta Intelek Malaysia. This system will allow user to register online their intellectual work such as film, book, song etc as a copyright work.

14- Maintenance and Support (Role as a Project Manager)
A project with Ministry of Defense Malaysia(MINDEF). Maintenance and Support at Pusat Latihan Peperangan Elektronik(PLPE) and Cawangan Peperangan Siber,Bahagian Komunikasi dan Elektronik Pertahanan(KOMLEK).

15- Perolehan Perkakasan ICT di Kementerian Komunikasi dan Multimedia Malaysia.(Membekal, Memasang, Mentauliah dan Menyenggara)

16- Supply and Maintenance
A project with Kementerian Kerja Raya. Hardware and Software supply.

17- Web based Time Attendance System at Perbadanan Putrajaya (System Development and Hardware Delivery) Involve 32 location to install biometric reader.

18- Cadangan Perolehan Komputer Desktop, Notebook Dan Pencetak Bagi Tempoh 3 Tahun Untuk Perbadanan Putrajaya

19- Tender For Rental, Installation, Testing, Commissioning And Maintaining Of Wireless Infrastructure At Residential Colleges, IIUM Gombak Campus

20- Pembaharuan dan Perkhidmatan Penyelenggaraan Lesen Oracle dan MySQL Enterprise Untuk Kementerian Kesejahteraan Bandar, Perumahan dan Kerajaan Tempatan (KPKT)

Oct 2009 - Mar 2010
(6 months)

Customer Service Representative

VADS BERHAD

Industry	Computer / Information Technology (Hardware)
Specialization	IT/Computer - Hardware
Role	Technical Support
Position Level	Fresh / Entry Level
Monthly Salary	MYR 1,900

Assist customer on troubleshooting method when they're facing problem with internet connction. Also helping customer to configure their modem which is provided by TM.

Jun 2009 - Oct 2009
(5 months)

Contract Teacher

Sekolah Menengah Kebangsaan Selayang Baru

Industry	Education
Specialization	Science & Technology/Laboratory
Role	Others
Position Level	Fresh / Entry Level
Monthly Salary	MYR 1,500

Teaching Mathematics and Science subject for form 3 and Pendidikan Moral and Additional Mathematics for form 5.

Education

2009

Universiti Teknologi Mara (UiTM)

Bachelor's Degree in Computer Science/Information Technology | Malaysia

Major	Information System Engineering
Grade	Grade B/2nd Class Upper

Skills

Intermediate

Project Coordination, IT Project Management

Languages

Proficiency level: 0 - Poor, 10 - Excellent

Language	Spoken	Written
Bahasa Malaysia	10	10
English	9	8
Chinese	1	0

Additional Info

Expected Salary	MYR 7,500
Preferred Work Location	Kuala Lumpur, Selangor, Sabah

Other Information

CAREER OBJECTIVE:

To seek a position on IT Project Management in order for me to contribute my knowledge and skill to ensure any implementation that related to my job scope run smoothly.

SUMMARY:

- * Bachelor Degree in Information system Engineering.
- * Ability to communicate articulately with people
- * Good academic record; among the top five students from Information System Engineering Course at Universiti Teknologi Mara intake 2006/2007.
- * Undergone industrial training at Majlis Perbandaran Selayang

STRENGTHS:

- * Leadership: Elected as Secretary on Information System Engineering Club Actively involved in talk and seminar by Information system Engineering Club

AFFILIATIONS:

- * Paragliding Club, Member, 2006-2009
- * Wilderness Adventure Club, Member, 2005-2006
- * Red Crescent Society, Member, 2004-2005

ACADEMIC PROJECTS:

1. Project 1: Developing UiTM Sport Center Website : A User Centered Approach

Approach: User Centered

Description:

A project to develop website user interface by using user centered approach. This approach important because sport center website have offered many services and user who browse this website need information they've search for immediately. By using this approach, user will feel comfortable with this website and it will make them easily to browse this website.

2. Project 2: Faculty of Pharmacy UiTM Student Activity System

Language of Implementation: PHP

Operating System: Windows XP

Description:

Objective was to implement the system for faculty to monitor and approved the activity which is have applied by the student. This system allow dean of the faculty to view student application and all the budget they need and will approve the activities after recommended by the officer in charge. Student is allowed to apply activity they need to organised online.

ADDITIONAL SKILLS:

- * Programming/Scripting Languages: PHP, ASP.Net, C++
- * Systems: Windows NT, Mac
- * Databases: SQL Server, Oracle
- * Software: Microsoft Project, Macromedia Flash, Rational Rose, Toad for Oracle

About Me

Gender	Female
Age	29 years
Address	NO 1 LORONG GURU, KAMPUNG PULAI, 31600, GOPENG, Perak, Malaysia
Nationality	Malaysia
Permanent Resident	Malaysia