

## PERSONAL DETAILS

### **NURUL AQMAR SYAHIRA BINTI AZMI**

704, BLOK A RUMAH PANGSA PKNS JALAN SS6/1, KELANA JAYA

47301 PETALING JAYA, SELANGOR.

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**DOB:** 9 JUNE 1995      **STATUS:** SINGLE



## EDUCATION

YEARS	PLACE	CERTIFICATE
2014 – 2018	Universiti Tun Hussein Onn Malaysia, Johor (UTHM)	Bachelor's Degree of Computer Science (Software Engineering) with Honors. <b>(CGPA 3.20)</b>
2008 – 2012	Sek. Men. Sains Tengku Abdullah, Raub, Pahang.	Sijil Pelajaran Malaysia <b>(SPM)</b> Penilaian Menengah Rendah <b>(PMR)</b>

## EXPERIENCES

*Galaxy Aerospace (M) Sdn. Bhd. | 2018-Present*

**Company size: 1 – 300 employees**

**Industry: Aerospace, Maintenance, Repair & Overhaul**

**Position: IT Executive**

**Reporting To: Managing Director, Chief Operation Officer, Admin Controller**

### **Key Accountabilities:**

- Project management, planning, leading and control

Lead and guide project teams (IT Department team members) with internal parties to deliver projects in accordance with contractual obligations requirements in efficient manner. Ensure that necessary modules that need to be developed for the company management system are in place and kept up to date for each modules including the timeline for the modules or any other work that should be done.

Monitor and control all the team works as required by the other departments to deliver it within times that have been agreed with the teams.

Manage all the data sharing between the co-workers and backup all the data into Synology systems

- Finance

Controlled and managed all the payments that related to the IT Department such as the Internet Monthly billing, renewal for the server and IP. Aeronet subscription, software that being used to manage all the flight related data. Also handling all the IT equipment purchasing that been request by all the related departments.

- Staff Management

Creating the staff official email by using the company address. Other than that, creating their user ID and password to get access into the company system management.

Assist all the new staff on guidance how to use management system and assist in setting up all the related things.

- Asset Management

Controlled all the purchasing of the IT equipment such as laptop for staffs, software that has been used in the office. Controlled the asset number and all the purchasing history for further reference and checked.

- Web Developer

Maintaining the company website by using WordPress platform, also in charge by helping the multimedia team for them to update information into the website and guide on how to maintain and update information into the website.

- Folder/data arrangement cloud data sharing and data storage/back up.
- Installation of computer hardware/software, network, and printer.
- Assist in compiling and editing material (i.e.: pictures) to upload into website and multimedia related matters (i.e.: graphics design, editing)
- Assist with network and security management.
- Assist systems development (GGMS / GAMS) using Yii Framework (PHP language) and guide with end user system updates and monitoring (user management).
- Administrator system GGMS and Aeronet as seconded person in-charge once System Admin is unavailable.
- Provide user level technical support for end users, computers, printers, etc.
- Provide user level training on daily applications used, including, but not limited to: MS Word, MS Excel, MS Outlook, MS Publisher, Adobe Acrobat, and other basic computer related skills.
- Provide IT support/ troubleshooting for all department.
- Maintain current and accurate inventory of technology hardware and software including license renewal/purchased.
- Perform other duties as needed/required; supervise by superior (Managing Director/Controller) which not limited to the said tasks above.

*Synchronet Sdn Bhd | Jul 2017-Dec 2017*

**Internship Student**

- Website development using CMS Platform (WordPress, Joomla)
- Prepare documentation (User Manual, RTM, UAT)
- Manage FB ads
- Editing picture for FB ads

**SKILLS & ABILITIES**

Field	Descriptions	
<b>Computer/Software Knowledge:</b>	<ul style="list-style-type: none"> <li>• Troubleshooting</li> <li>• Hardware configuration</li> <li>• Software Installation</li> <li>• Inventory management</li> </ul>	<ul style="list-style-type: none"> <li>• Adobe Photoshop</li> <li>• Adobe Illustrator</li> <li>• Microsoft Offices</li> </ul>
<b>Programming:</b>	<ul style="list-style-type: none"> <li>• PHP language</li> <li>• Yii Framework</li> </ul>	<ul style="list-style-type: none"> <li>• CMS Platform (WordPress, Joomla)</li> <li>• MySQL</li> </ul>
<b>Advantages:</b>	<ul style="list-style-type: none"> <li>• Tech Savvy</li> <li>• Work well in team</li> <li>• Quickly learn</li> </ul>	<ul style="list-style-type: none"> <li>• Organized</li> <li>• Positive thinking</li> </ul>

**References**

**Siti Sarah Sallehudin (Former IT Manager in Galaxy)**  
 Managing Director Galtech Sdn. Bhd.  
 Email: sarah@galtech.com.my  
 Phone: 0133446879

**Nasiruddin (Former IT Executive in Galaxy)**  
 IT Controller Gading Group Berhad  
 Email: nasiruddin@gading.com.my  
 Phone: 0164553881