# **RIFQI YOSSRI BIN OMAR**

I'm administrative personnel keen to explore, learn and develop my potential while love to work in exciting environment and people towards the same goal.



M rifqiyossri@gmail.com

**%** +601 3949 9004

© Cheras Baru, Kuala Lumpur

Linked in Rifqi Yossri Omar

## **Work Experience**

November 2014 - Current

Ampang, Kuala Lumpur

### Flight Operations Executive

Weststar Aviation Services Sdn Bhd

#### Responsibilities

Monthly simulator training planner

Managing flight approval from Royal Malaysian Air Force (RMAF)

Online training administrator (CTS)

Helideck Fire Fighter

**Involving with Operation Manual Review** 

March 2016 - Current (Part-time)

**Klang Valley** 

### **Grabcar & Uber Driver**

### **Accomplishments**

Awarded Grabcar Platinum Driver Gained title Alpha Grabcar Driver for Kuala Terengganu city

January 2014 - October 2014

Puchong, Selangor

### **Production Administrator**

MBf Printing Sdn Bhd

### **Accomplishments**

Assisting Plant Manager oversee daily production progress Managing scheduled waste disposal

February 2013 - December 2013

**Puchong, Selangor** 

### **Human Resource & Admin Assistant**

MBf Printing Sdn Bhd

### **Accomplishments**

Payroll (overtime claim)

Foreign workers recruitment

Managing hostel facilities

Safety committee

September 2011 - September 2012

Shah Alam, Selangor

# Administrative cum IT Executive

# Yayasan Pengaman Malaysia

### **Accomplishments**

Organizing DAKAP (Dekad Kecemerlangan Anak Polis)

events for retired policemens' children

Engaging with database system provider for record keeping

of all retired policemen

Assisting in IT related field

### **Education**

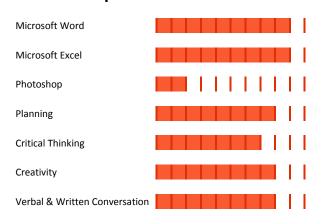
July 2009 - June 2011

Bachelor in Office Systems Management (Hons.) Mara University of Technology (UiTM), Puncak Alam

July 2006 - June 20119

Diploma in Office Management & Technology Mara University of Technology (UiTM), Dungun

# **Skills & Competencies**



Extra skill: Typing speed 120++ words per min

## **Achievements and Certificates**

ITIL V3 Foundation Certification

Certified e-Business Professional Project Management V1 Committee Piala Tan Sri Dr Syed Azman football competition (2015 & 2016)

CSR: Zoo Negara (2017), Bubur Lambuk Ramadhan (2017)

Firefighting training

Dangerous Goods Awareness Course (Aviation)

Crew Resource Management (CRM Aviation)

## **Characteristics**

**Passionate** 

Team player

Perfectionist

Fast learner

Utility / Versatile

Multi-tasker

### Languages

English

Bahasa Malaysia

### **Interests**

Mathematics | Science | Computers | Gadgets | Video games | Vintage toys | Music | Football