

# 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.



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Cheras Baru, Kuala Lumpur

LinkedIn 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 policemen's 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 2011

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

## Skills & Competencies

Microsoft Word	<div style="width: 100%;"></div>
Microsoft Excel	<div style="width: 100%;"></div>
Photoshop	<div style="width: 25%;"></div>
Planning	<div style="width: 80%;"></div>
Critical Thinking	<div style="width: 70%;"></div>
Creativity	<div style="width: 85%;"></div>
Verbal & Written Conversation	<div style="width: 100%;"></div>
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