

RÉSUMÉ

On Google Play:



RMNOA

Homestay
Langkawi

iHalal

Kahfi10



MOHAMMAD SHURABIL SUIB

Selangor, Malaysia

45
Y/O

20+
Y/EXPERIENCE

32
PROJECTS

Kajang, Selangor

+6012-264 7657

iosshurabil@gmail.com

ABOUT ME

With more than eighteen years of working experience, I had developed a great potential to be a fully dedicated, multi-tasking, innovative, hardworking, knowledgeable and highly responsible worker by using the company's goal as an orientation. Keen to improve the company and self by using all the knowledge, experiences, creativity and continuous effort towards the career.

PROFESSIONAL SKILLS

SketchUp Pro

Adobe After Effects CS6

Adobe InDesign & Photoshop

Wordpress

Android Studio

Beginner

Intermediate

Expert

WORK EXPERIENCE

INTEC Education College

Education

Sales & Marketing Dept.
Executive
2014 to current

Warisan Advertising Sdn Bhd

Advertising

Corporate Communications
Executive
2013 to 2014

Absec Malaysia Sdn Bhd

IT & System

Corporate Communications
Executive
2012 to 2013

Kolej Teknologi Timur

Education

English Lecturer & Head of
Warden
2007 to 2012

Vads Bhd

Communication

Customer Service Executive
2006 to 2007

Swiss-Garden Vacation Club

Time-share

Sales Admin
2005 to 2006

Mediate Communications Sdn Bhd

Services

Supervisor
2003 to 2005

INTEREST

Jogging

Creative

Design

Reading

EDUCATION

MEDIA & INFORMATION WARFARE

Master's Degree
UiTM
2017/18

ENGLISH

Bachelor of Arts
UPM
1999/2003

SCIENCE

Matriculation
UPM
1998/99

LANGUAGE COMPETENCIES



Malay



English



German

REFERENCE

Mohd Rafede Abdul Aziz, Senior Assistant Registrar,
Faculty of Communication and Media Studies, Universiti
Teknologi MARA (UiTM), Shah Alam, Selangor.
Phone: 03-554444899 | E-mail: mohdr173@uitm.edu.my

PERSONAL INFORMATION

- Age : 44
- Gender : Male
- Date of Birth : April 25, 1980
- Place of Birth : Klang, Selangor
- Race : Malay
- Religion : Islam
- Marital Status : Married
- Nationality : Malaysian
- Health : Excellent

ACADEMIC QUALIFICATIONS

2017-2019 *Universiti Teknologi MARA (UiTM), Shah Alam*

- *Master of Arts (Media and Information Warfare)*

2018-2019 *Halal Academy, Shah Alam*

- *Halal Executive*

1998-2003 *Universiti Putra Malaysia (UPM), Serdang*

- *Bachelor of Arts (English)*
- *Science Matriculation Programme*

1995-1997 *Sek. Men. Sultan Ismail 2 (SMSI II), Terengganu*

- *Sijil Pelajaran Malaysia (SPM Science stream): Grade 1*
- *Penilaian Menengah Rendah (PMR): 6A 2B*

SKILLS & PROFICIENCY

- *Highly proficient in using computer especially Microsoft Office (Word, Excel & Power Point), SketchUp Pro, Adobe After Effects CS6, Adobe Photoshop, Adobe InDesign and Serif DrawPlus.*
- *Administrating, manage and design website.*
- *Proficient in writing and verbal communication of both languages: **Malay and English.***
- *Ability to communicate well with **all levels of people.***
- *Able to work under **minimum supervision.***
- *Ability to think critically and creatively.*
- *Multitasking skills.*

WORKING EXPERIENCE

- 1 INTEC Education College, UiTM Private Education Sdn. Bhd. 3/11/14 to current
 - Shah Alam

Executive, Marketing, Sales and Admission 2020 to current
Executive, IPAC Education 2019-2020
Executive, Human Capital Office 2017-2019
Executive, Academic Office 2014-2017

Job Description:

1. Analyze, plan and implement sales strategies.
2. Update monthly academic report to sponsors.
3. Furnish sponsors with forecast claim on quarterly basis including tuition fees, accommodation & allowances twice a year.
4. Minute taking for monthly meeting with sponsors.
5. Note taking on UAT for academic portal.
6. Manage security controls
7. Enforcement of regulations and laws on students and staff
8. Administer the security division
9. Monitor traffic and traffic control
10. Investigation job
11. Manage property loss complaints
12. Receive complaints from students / staff via forms
13. Special Task Force team member for marketing initiatives.
14. Supervising operations of 11 science labs i.e. Physics, Chemistry, Biology and Innovative from purchasing apparatus to waste disposal to meet OSHA, Cambridge and Edexcel requirements.
15. Drafting yearly Academic Calendar i.e. A-Level, American Foundation/Credit Transfer, SACE International, Korean, French, Japanese and diploma programmes.
16. Providing Marketing and Corporate Unit media contact list.
17. Coordinating Teaching Evaluation every semester affecting all students to evaluate lecturers' performance.
18. Proposal writing for projects as instructed by the Academic Director e.g. renovation, upgrading facilities, lecturing activities etc. by providing visuals using Sketchup Pro/Adobe After Effects with best pricing.
19. In-charge of lecture rooms LCD projector set in terms of purchasing, installation and servicing.
20. Design posters, certificates, seal clamp, animation plus video etc.
21. Ensuring lecture rooms are conducive and in good order before new semester begins.
22. Special tasks e.g. assisting research conducted by outsiders.
23. Solving IT related issues related to daily operations e.g. photocopier PC, seminar/talk network/software/AV issues etc.
24. Setting up video conference instruments and network using hardware together with Adobe Connect or Skype as requested by users.

Project List:

- i. Japanese Meeting Room Renovation
- ii. Video Conference
- iii. Animation for Social Media and University Placement
- iv. Wall Mural
- v. Certificates Design
- vi. Poster Design
- vii. LCD Projector Set at Lecture Rooms
- viii. CSR with NSTP Shah Alam
- ix. Purchase of Science Lab Apparatus
- x. Urine Test
- xi. Special Task Force for DSHP and DBM programmes
- xii. INTEC Students' Convocations
- xiii. Thefts involving ex-staffs
- xiv. Drug possession by INTEC Student
- xv. TVET initiative
- xvi. PLKN initiative
- xvii. NSTP-INTEC Organizer for Flood Relief Mission

2 Warisan Advertising Sdn. Bhd.

15/08/13 – 31/10/14

- *Kuala Lumpur*

Senior Communications Executive

Job Description:

1. Represent company for meetings with clients.
2. Translate contents from Bahasa Malaysia to English and vice versa.
3. Proofread contents of advertisement, websites, brochures, newsletters, documents, paperwork, e-mails, banners, etc.
4. Proposal writing for client's in order to develop business and to boost sales.
5. Engaging media for any event, programme or activities for publicity purposes.
6. Prepare presentation slides and giving presentation to clients on new ideas,
7. A&P, solutions, activities and budget.
8. Writing proposals, event reports, articles, letters, thematic ad copy, media invites, press releases, speeches, press conference talking points, Q&A for radio interview, advertisement & public display material content, brochures, memorandum of understanding, agreement, terms and conditions, forms and other corporate documentation.
9. Writing social media and website content.
10. Pitching story to develop media interest.
11. Planning, coordinating & conduct events, activities and roadshows.
12. Ensuring satisfaction of clients and bridge the distance between company and business clients by building good rapport.

Project List:

- i. Langkawi Development Authority (LADA) – Naturally Langkawi

- ii. Kuala Lumpur City Hall (DBKL) – KL Car-Free Morning 2014
- iii. Subang International Air Carnival 2014
- iv. Retired Malaysian Naval Officer Association (RMNOA)
- v. Persatuan Veteran Angkatan Tentera Malaysia (PV-ATM)
- vi. SME Bank

3 Absec Malaysia Sdn. Bhd.

15/05/12 – 01/08/13

- *Bandar Tasik Selatan*

Senior Executive, Corporate Communications

Job Description:

1. Represent company in meetings with clients.
2. Brief MBSB Regional Branch Representatives, Area Managers and Head of Service nationwide in regards to the newly implemented system, process, activities etc.
3. Translate contents from Bahasa Malaysia to English and vice versa.
4. Proofread contents of clients' portals, websites, newsletters, documents, paperwork, e-mails, SMS blast, etc.
5. Proposal writing for client's in order to develop business and to boost sales.
6. Giving presentation to clients on new ideas, solutions, activities and budget.
7. Writing letter, press release, memorandum of understanding, agreement, terms and conditions and other corporate documentation.
8. Seeking new merchants for MBSB loyalty programmes.
9. Provide training to staff on customer service and company businesses.
10. Planning, coordinating & conduct events and roadshows.
11. Ensuring satisfaction of clients and bridge the distance between company and business clients by building good repo.

Project List:

- i. Malaysia Building Society Berhad (MBSB)
- ii. Labuan FSA
- iii. DBKL

4 Kolej Teknologi Timur

21/02/07 – 30/04/12

- *Sepang*

English Lecturer
MUET Coordinator
Co-Curriculum Coordinator for Short Course Programme
Head of Warden

Job Description:

1. Teaching English to A-Level, Science Matriculation, Diploma, Foundation & Certificate Programme students.
2. Liaising with Universiti Teknologi MARA and Universiti Putra Malaysia academicians on moderation & vetting of question papers, marking and grading.
3. Editor and writer for college website.
4. Invigilators for examinations.
5. Coordinator for MUET: managing, administrate and giving lectures to MUET candidates.
6. Propose and organize co-curricular activities and programmes.
7. Arrange off-campus visits and trips.
8. Ensuring documentation and filing meet the ISO standard.
9. Appointed as the Head of Warden, carrying duties on managing accommodation, safety, security, welfare & well-being of students.
10. A member of College Operation Meeting and Discipline Unit.

5 Vads Bhd.

09/08/06 -- 20/02/07

- *Menara Celcom*

Customer Service Executive

Job Description:

1. Front liner for Celcom Malaysia Berhad customer contact centre at Menara Celcom, Jln. Semarak.
2. Responsible on handling customer queries and complaints, billing, etc. for both prepaid and postpaid area.
3. Liaise with technical department regarding issues on technical involving GPRS and 3G mostly.
4. Scrutinizing dispute cases, difficulties in using certain service and providing solutions to customer.
5. Focusing on customer service, product knowledge, technical, problem solving and others relating to Celcom.
6. Ensuring efficiency and quality on delivering product/services information involving current promotions, new/old services for prepaid and postpaid customers in ensuring satisfaction of Celcom customers.

6 Swiss-Garden International Vacation Club Bhd

01/06/2005 – 08/08/06

- *Bandar Sunway*
- *Petaling Jaya*
- *Kuala Lumpur*

Sales Administrator

Job Description:

1. Responsible for coordinating and assisting sales/marketing team.
2. Handling documentations, agreements, bookings, collections, reservations and office daily administration/operation.
3. Issuing and controlling vouchers that needs to be issued to prospect.
4. Handling phone calls, queries, complaints, payments.
5. Submitting daily sales reports, daily collection reports and bank-in payments. Verifying cases for credit task-make phone calls to collect payment and authorization to charge member's credit card.
6. Controlling petty cash and float money for company.

Project List:

- i. Regional roadshows
- ii. MATTA Fair
- iii. MIECC Fair
- iv. Seremban Fair
- v. MITC Fair

7 Mediate Communications Sdn. Bhd

01/11/2003 – 9/12/2004

- Petaling Jaya
- Kuala Lumpur International Airport

Supervisor

Job Description:

1. Handling/manage staff duty roster, performance, payments, attendance etc.
2. Stock opening and closing (vouchers and items) and daily pax report.
3. Daily/weekly/monthly report to be viewed by sponsoring companies and KLIA management.
4. Handling complaints to satisfy pax.
5. Supervising staff, operations and technical (audio and visual) in two different buildings (Main Terminal Building and Satellite Building).
6. Arranging the approval from KLIA management to bring in and setting up equipments into these buildings.

Project List:

- KLIA Shopping Festivals 2003/04/05

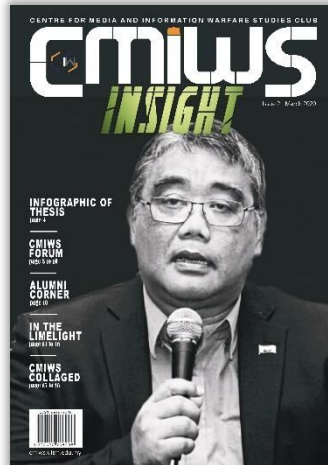
CO-CURRICULAR ACHIEVEMENT & INVOLVEMENT

- *Scout Association Committee Member*
- *Peer Guidance Club Committee Member*
- *Geography & History Club Committee Member*
- *Representative for Science and Environment Quiz (District Level)*

HOBBIES & INTEREST

- Creative thinking, designing & developing
- Meeting and networking
- Gym

PUBLISHING



CAREER OBJECTIVE & MISSION

To be a dedicated, honest, hardworking, knowledgeable and highly responsible worker by using the company's goal as an orientation. Keen to improve the company and my own by using all the knowledge, creativity and continuous effort towards the career.

EXPECTED SALARY

RM 4,250 (negotiable)

REFERENCES

Mohd Rafede Abdul Aziz

Senior Assistant Registrar (Academic)
Faculty of Communication and Media
Studies
Universiti Teknologi MARA (UiTM)
40450 Shah Alam
Selangor

Telephone : 03-5543 5918

E-mail : mohdr173@salam.uitm.edu.my

Prof. Dr. Yamin Yasin

Rector
Universiti Teknologi MARA (UiTM)
Negeri Sembilan Branch
Rembau Campus
71300 Rembau
Negeri Sembilan

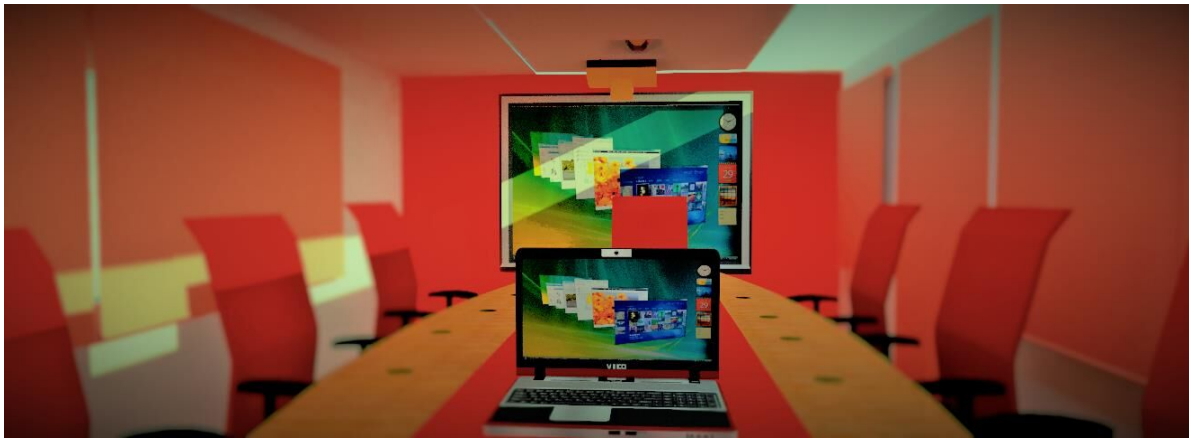
Telephone : 06-483 2222

E-mail : rektorns@ns.uitm.edu.my

CONCEPT GALLERY



Lecture Room



Meeting Room



Homestay 3 bedrooms



Lecture Room 2



Lecture Hall



Lecturer Lounge