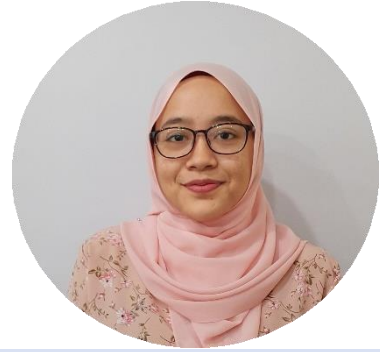


## PERSONAL DETAILS

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

018-946 4641 | aqmarsyahira.azmi@gmail.com

**DOB:** 9 JUNE 1995



## EDUCATION

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

## 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 an 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 module including the timeline for the modules or any other work that should be done.

Seeing the person in charge for the department if there are any requests to develop new module or new submodule in the management systems. Evaluating the module process and how it works before proceeding the processes to the programmer. Presenting the module that been done to the said department.

Monitor and control all the teamwork 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 coworkers 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 purchase that has been requested 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.

- 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 departments.
- 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 is 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>• Database Management</li> <li>• MySQL / MSSQL</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>

#### **Reference**

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

**Mohammad Fadhli Borhanuddin**  
 IT Controller Galaxy Aerospace (M) Sdn. Bhd.  
 Email: fadhli@galaxyaerospace.my  
 Phone: +60 17-712 5687