



Mohd Akmal Hisham Razali

Senior Project Engineer (3 months)
Hartalega NGC Sdn Bhd

(+60) 134504530 | mohdakmalhisham@gmail.com | MYR 8,000 | Puchong, Selangor

Experience

9 years of total experience

Oct 2021 - Present

Senior Project Engineer

Hartalega NGC Sdn Bhd

Industry	Manufacturing / Production
Specialization	IT/Computer - Software
Role	Project Management
Position Level	Senior Project Engineer

1. To support Project Manager including tracking project status of deliverables and milestones, issue coordination, planning, reporting, and coordinating activities in support of quality objectives.
2. To lead and manage minor or medium scale IT projects for deliveries.
3. To support project manager in ensuring the project delivery procedures are followed.
4. Analyze project risks and develop scenarios to mitigate these risks.
5. Ensuring follow & adhere to agreed work/process standards and comply with policies.
6. Manage and execute change processes.
7. Accurately updating all Project related documentation in system for tracking purpose.
8. Coordinate and monitor project activities within project team to ensure project delivery on time.
9. Register project issues/risk, coordinate with project team members for issues resolution.
10. Prepare daily, weekly, and monthly report to Project Manager.
11. Provide training, guidance and coaching to subordinates (if any).
12. Any other tasks assigned by the superior.

Feb 2019 - Sep 2021

(2 years 8 months)

Project Manager

AEON Credit Service (M) Bhd | Kuala Lumpur, Malaysia

Industry	Banking / Financial Services
Specialization	IT/Computer - Software
Role	Project Management
Position Level	Senior Executive
Monthly Salary	MYR

Job Description

1. Project Management oversees all aspects of the project including planning, negotiating, monitoring, coordinating and controlling.
2. Responsible for planning the project in order to accomplish its goals or produce the products required within constraints such as time, cost and agreed quality standards.
3. Prepare Request For Proposal (RFP) for all vendors based on business & users requirements

4. Ensure RFP is clearly define and completeness.
 5. Manage Project committee on vendor selection and negotiation.
 6. Responsible for maintaining the project budget, to take responsibility for delivering the project within the budget defined.
 7. Continuously monitor progress of the project status in term of the planning, timeline and budget, and report to the immediate superior on weekly basis or via other progress reporting to the stakeholder.
 8. Understand the business issues and challenges that the users is facing, and propose areas of improvement.
 9. Reviews user requirements with Technical Team or vendor to align the timeline and recommendations related to proposed solution.
- Identify, log, analyse and manage potential and actual issues and risks, taking corrective action by tackling day-to-day issues and reviewing how more serious issues and risks might impact on scope, schedule, quality and cost.
10. Work with Test Management Team to review the test strategy and test plan, discuss with users and manage the expectation.

Jun 2018 - Oct 2018
(5 months)

System Analyst / Senior Project Management Officer Kanban Technology | Selangor, Malaysia

Industry	Consulting (IT, Science, Engineering & Technical)
Specialization	IT/Computer - Software
Role	Functional Consultant/Business Analyst
Position Level	Senior Executive
Monthly Salary	MYR

- Examining current systems and process flow.
- Brief engagement of communication with users (requirements gathering)
- Working on producing specifications for new or modified systems
- Liaising with other IT staff such as programmers to produce new systems
- Implementing new systems
- Control all the documentation during and after project engagement.
- Prepare documentation from various Microsoft format such as Excel, Words, Powerpoint and Project.
- Handle UAT, FAT, PAT session with users.
- Organize training session with users.
- Organize Change Management activities with users.

*Company dissolved due to financial constraint.

Feb 2016 - May 2018
(2 years 4 months)

PMO Technical Analyst HLA INTEGRATED SDN BHD | Kuala Lumpur, Malaysia

Industry	Computer / Information Technology (Software)
Specialization	IT/Computer - Network/System/Database Admin
Role	Project Management
Position Level	Senior Executive
Monthly Salary	MYR

Involves with project activities such as coordinating Software Process Development, UAT, Training Organizer for Users, Network and Infra activities, Planning on Training and Transfer of Technology for users about developing system related, Coordinating Integration activities with outside agencies to be integrate with developing system.

Involves with activity of preparation on User System Requirement Design Document, have strong communication with programmers and users to ensure the system been develop based on users' requirement.

Study on system management planning and highly involves with users to ensure the system process is align with the system objective.

Add-hoc task such as involved with supporting Business Process Re-engineering document and planning of the developed system. Solved issues arise during development activities liase with users and programmer. Prepare on timeline of the development activities in target date line.

Jun 2015 - Jan 2017
(1 year 8 months)

IT Consultant / Project Manager SAF Pilihan Sdn Bhd

Industry	Banking / Financial Services
Specialization	IT/Computer - Network/System/Database Admin
Role	IT Executive/MIS
Position Level	Senior Executive
Monthly Salary	MYR

Oct 2012 - Nov 2014
(2 years 2 months)

Multimedia Development MIMOS Berhad | Kuala Lumpur, Malaysia

Industry	R&D
Specialization	IT/Computer - Software
Role	Others
Position Level	Senior Executive
Monthly Salary	MYR

I am working under Psychometrics Multimedia Unit which is under department of Psychometrics at MIMOS Berhad. My work currently based on multimedia development item for our department project which is very private and confidential for government project. I create and design items for project item's bank to been used in the project. I also responsible as System Administrator for the Psychometrics Online Assessment System.

May 2012 - Sep 2012
(5 months)

Customer Support Representative ACE Software Sdn Bhd

Industry	Computer / Information Technology (Software)
Specialization	IT/Computer - Software
Role	Software/Application Trainer
Position Level	Fresh / Entry Level
Monthly Salary	MYR

RESPONSIBILITIES:

Support and trained customer in using the Ace POS software by on site or phone call from office.

EXPERIENCES GAINED:

Gain a lot of communication skills and can handle problem in high stress level environment.

REASON FOR LEAVING:

Seek for better career advancement opportunities and exposure.

Education

2017

Universiti Teknologi Mara (UiTM)

Master's Degree in Computer Science/Information Technology | Malaysia

Major	Management Information System
CGPA	3.31 / 4.0

2010

Universiti Teknologi Mara (UiTM)

Bachelor's Degree in Information Studies | Malaysia

Major	Information System Management
Grade	Grade C/2nd Class Lower

Skills

Advanced	Microsoft Office, SWiSHMax, Adobe Photoshop CS6, Prezi, Communication Skills, Management, Documentation
Intermediate	Adobe Flash Professional, Adobe Illustrator CS6

Languages

Proficiency level: 0 - Poor, 10 - Excellent

Language	Spoken	Written
Bahasa Malaysia	10	10
English	9	9

Jobstreet English Language Assessment (JELA)

Date Taken 26 Feb 2017

Score 27/40

Additional Info

Expected Salary	MYR 7,000
Preferred Work Location	Anywhere in Malaysia, Putrajaya, Selangor

Other Information

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About Me

Gender	Male
Age	35 years
Address	No. 11, Jalan SP 6/7, Taman Saujana Puchong, 47100, Puchong, Selangor, Malaysia
Nationality	Malaysia