



## PERSONAL INFO

### Location

Putra Perdana | Selangor

### Email Address

muhammads2010@gmail.com

### Contact Number

013. 271. 5460

### D.O.B

14th February 1990

### Marital Status

Married

### Spoken

Malay | English

## REFEREES

**Nur Hakimah Md Sallehuddin**  
Lecturer UiTM  
019. 679. 5168

**Mirane Saadon**  
HOD QMD  
012. 377. 0812

# Muhammad Shah Bin Ramli

## WORK EXPERIENCE

**SENIOR SUPERVISOR | ALAM FLORA SDN BHD | GLENMARIE HQ**  
**SEPT 2019 – CURRENT**

- Specialization : Quality Management (QA, QC)
- Coordinate the establishment of monitoring and improvement process
- Coordinate the SOP establishment on monitoring system and on site operation
- Identify the critical non compliance issuance and coordinate with ground monitoring officer for investigation
- Attend meeting with SWCORP on non compliance issue.
- Internal audit for ISO 19001, ISO 14001 and 45001
- Develop and maintained power BI dashboard and reports by using excel and power point

**SUPERVISOR | ALAM FLORA SDN BHD | KUALA LUMPUR SERVICE AREA**  
**SEPT 2016 – AUG 2019**

- Specialization : Finance, General/ Cost Accounting
- Handle on Account Payable and more focusing on payment to contractor
- Advice the contractor regarding the payment
- Prepare monthly closing and prepare cost centre report to every department regarding the monthly budget
- Prepare the reconciliation regarding payment.
- Monthly discussion with the contractor

**PART TIME TUTOR | SELF EMPLOYED**  
**JAN 2015 – SEPT 2021**

- Teaching for primary student for Math and Science, Secondary student for Economics subject
- Issued detailed course outline information before commencement to inform students about topics of study.
- Conducted comprehensive assessments to identify students' strengths and areas for improvement, tailoring teaching strategies accordingly.

**TREASURY EXECUTIVE | SINGER (M) SDN BHD | PETALING JAYA HQ**  
**SEPT 2015 – AUG 2016**

- Specialization : General/Cost Accounting/Basic book keeping
- Preparation on daily collection report
- Prepare payment to suppliers
- Prepare invoices to customer
- Prepare the debtor and creditor ageing and bank reconciliation

**ACCOUNT ASSISTANT | YORK (M) SALES AND SERVICES SDN BHD | KELANA JAYA HQ**  
**SEPT 2010 – AUG 2015**

- Specialization : General/Cost Accounting/Basic book keeping
- Incharge in account payable such as calculate travel claims, check the advance payment documents, payment of salary, send documents to the bank, update the file record

## EDUCATION

**BACHELOR MASTER ECONOMICS (MIX MODE PROGRAME) | INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA**

**OCT 2024 – CURRENT | CGPA : N/A**

- Specialization : Labor Economics

**BACHELOR DEGREE BUSINESS ECONOMICS (HONOURS) | MARA UNICERSITY OF TECHNOLOGY MARCH 2021 – SEPT 2024 | CGPA : 3.60 / 4.00**

- Specialization : Business Economics

**DIPLOMA IN ACCOUNTANTCY | INTERNATIONAL ISLAMIC COLLECGE MARCH 2008 – DEC 2010 | CGPA : 2.61 / 4.00**

- Specialization : General/Cost Accounting/Basic book keeping

## SKILLS

### I.T PROFICIENCY

- Microsoft Office Applications
- Power BI
- R language
- Python language
- USB

## HIGHLIGHTS

- Multi-task
- Results-oriented
- Able to work under pressure
- Fast learner
- Administrative cross-department communication
- Smart and hard working
- Proactive
- Business relation
- Energetic
- Positive mind set

## COURSE & TRAINING

- ISO 9001:2015
- ISO 14001:2015
- ISO 45001:2018
- POWER BI
- PHYTON LANGUGAE