

STANDARD BIODATA

A. LATAR BELAKANG

NAMA : **Saiful Rizal Bin Lamit**

NO KAD PENGENALAN : 751203-14-5611

KEWARGANEGARAAN : Malaysian

B. KELAYAKAN AKADEMIK

- Bachelor of Science in Information Technology, Mara Institute of Technology (UiTM), Shah Alam
- Diploma in Computer Science, Mara Institute of Technology (UiTM), Terengganu

KELAYAKAN PROFESIONAL :

- Microsoft Office Specialist Certified (MOUS)
- MCAS (Office 2007)
- MLVK Induction Courses For Internal Verification Officer

C. PENGALAMAN KERJAYA

TURUTAN KERJA DAN PENGALAMAN

Freelance Trainer (2007 - present)

As a freelance trainer, he conducts seminars and talks on MS Office Applications and operating system for universities, government and corporate organizations. He also coaches and consults Shell Global Solutions (KLCC) and does training for Shell via onsite or distance learning throughout the globe. He was the speaker for Microsoft Seminar on MS Office 2007.

Freelance Computer Tutor & Corporate Trainer (2050 - present)

Corporate Trainer Cum Lecturer, Mentari IT Sdn Bhd (2003)

He conducted corporate training for different clients of the company, lectured on computer subjects. He was also in charge of marketing and at the same time held the responsibilities as the Student Counselor

Production Supervisor, PST Communication (M) Sdn Bhd (2001)

In this capacity, his responsibilities were planning, managing and ensuring smooth implementation and monitoring of cartoon production (Kluangman) and other projects assigned from inception to completion within the specified time frame and quality.

Lecturer, Cosmopoint Sdn Bhd (2000)

He conducted courses for Diploma in IT courses.

Marketing Executive, 3A-FIZ Corporation Sdn Bhd (1999)

His portfolio as the Marketing Executive entailed him to ensure effective execution of marketing strategies for the company. He also developed corporate tie-ups and maintained proactive relationships with existing clients and develop new profitable business relationship that fit the Company's business strategy and quality standard.

**D. PENGALAMAN DALAM AKTIVITI LATIHAN BIDANG
KECENDERUNGAN DAN KEISTIMEWAAN**

He brings over **9 years** of IT experience and provides learning in areas of Microsoft Office Applications (Word, Excel, Powerpoint, Access, Outlook and Frontpage), Star Office, Macromedia Dreamweaver MX/CS, Adobe Photoshop CS, Q & E (Shell Collaboration Tool), Livelink (Shell Collaboration Tool) and many others.

PEKERJAAN SEKARANG

Freelance Trainer.

E. MAKLUMAT – MAKLUMAT LAIN

He has developed training materials and has *conducted many courses*:

- Microsoft Word – Basic, Intermediate & Advance
- Microsoft Excel – Basic, Intermediate & Advanced
- Microsoft Powerpoint – Basic, Intermediate & Advanced
- Microsoft Access (all versions)
- Internet Surfing & Microsoft Outlook
- Microsoft Frontpage
- Star Office
- Macromedia Dreamweaver MX/CS
- Adobe Photoshop CS
- Q&E (Shell Collaboration Tool)
- Livelink (Shell Collaboration Tool)

Below are some of the customers that have benefited from his expertise:

- Petronas
- Filem Negara
- Sime Darby Sdn Bhd
- Lembaga Hasil Dalam Negeri
- ILKAP
- Hilton Hotel
- Jabatan Pembangunan Koperasi
- Kumpulan Wang Simpanan Pekerja
- Tenaga Nasional Bhd
- Samsung
- Subang Jaya Medical Center
- UMW Malaysia
- UEM Academy
- Toyota Malaysia
- ACNielsen
- Cycle & Carriage
- GFK Marketing Services
- Pejabat Kerajaan Negeri Selangor
- Iperintis
- Exxon Mobile (M) Sdn Bhd
- Polis Diraja Malaysia
- UMNO
- Kertih Terminal Sdn Bhd
- Dewan Bahasa Dan Pustaka
- Barber International Limited
- Universiti Teknologi Mara
- Universiti Sains Malaysia

- Unievr siti Putra Malaysia
- Bank Muamalat
- Bank Rakyat
- SCOMI
- Shell Malaysia
- Shell Jakarta
- Microsoft Malaysia
- Affin Assurance Bhd
- MISC
- DHL
- TNT
- British Tobacco
- MAERSK
- Utusan Melayu Bhd
- Rentokil
- Johnson & Johnson
- Genting Resort