



# AMMAR BIN OMAR

## IT Support

016 - 417 0917

ammaromar967@gmail.com

Sungai Petani, Kedah

www.amxromr.my

### EDUCATION

#### Bachelor Of Computer Science (Hons)

Universiti Teknologi Mara

03/2018 - 09/2021

#### Malaysian Higher School Certificate (STPM)

SMK Khir Johari

06/2015 - 12/2016

#### Malaysian Certificate Of Education (SPM)

SMK Pekula Jaya

01/2013 - 12/2014

### TECHNICAL SKILLS

- Software & Hardware Configuration
- Canva & Visual Design
- Administrative/Technical Support
- Proficient in Microsoft Office

### CERTIFICATES

- Data Scientist with Python Track
- Celcom Siswapreneur @ Google Bootcamp
- INTEL AI Academy from MDEC

### LANGUAGES

#### Malay

Writing - Fluent  
Speaking - Fluent

#### English

Writing - Moderate Proficiency  
Speaking - Moderate Proficiency

### REFERENCES

#### Khairul Rizal Rahim

Assistant Manager

Phone: 012-429 0859

Email: jimatjaya@msn.com

#### Muna Abdul Halim

Administrative Executive

Phone: 019-417 8991

Email: pkbuilders@pkb.my

### PROFILE

Motivated and adaptable with a strong foundation in IT operations and practical experience, eager to take on any role or responsibility where I can contribute to the team, continuously learn new skills, embrace challenges, support the company's goals, and apply my abilities to grow professionally while helping the organization succeed.

### WORK EXPERIENCE

#### Jimat Jaya Sdn Bhd

Jan 2026 - Present

Maintenance Support (IT)

- Manage Active Directory users and join PCs to domain, while remotely monitoring server hardware, storage, and system health
- Configure network switches and troubleshoot LAN connectivity issues, including IP conflicts and cabling faults
- Perform maintenance on IT hardware, including printers and CCTV systems
- Monitor IT stock levels to update the inventory list and manage purchasing for new equipment
- Initiating the development of IT Standard Operating Procedures (SOP) to standardize future technical support workflows

#### PKB Builders Sdn Bhd

Oct 2024 - Oct 2025

Protégé Multimedia

- Designed posters, banners, and company profile materials for social media and corporate communications
- Supported on-site marketing activities by promoting company services
- Assisted with daily administrative operations and project teams
- Prepared tender documents, managed project filing systems, and participated in site visits to document project progress

#### Aisling Consulting Sdn Bhd

May 2024 - Jul 2024

UI/UX & Content Creator

- Produce videos content on TikTok platform.
- Customize e-commerce interfaces by using existing Figma templates to make them more user-friendly.

#### Digitech Rubber Sdn. Bhd.

Aug 2021 - Mar 2024

Technical Support

- Setup new or fix the Automated Enforcement System (AES) hardware components.
- Handled task related to data entry, filing, and maintaining organized records
- Assist with general administrative tasks including preparing a documentation (Invoice, PI, PO & DO)