



# AFFIQFUDDIN BIN ZAM-ZAMI

Dedicated and results-driven professional with a diverse background in operational roles across multiple industries. With a solid foundation in machinery operation, maintenance, and repair, coupled with leadership experience, I have consistently demonstrated a proactive approach to problem-solving and a strong commitment to excellence in all endeavors.

## BACKGROUND INFORMATION

Full Name : Affiqfuddin Bin Zam- Zami

NRIC : 980802-13-5633

Phone Number : 0111-6087088

Email : affiqfuddin98@gmail.com

Address : 501-A ,Kampung Tabuan Hilir, Jalan Setia Raja, 93450,Kuching Sarawak

## PROFESSIONAL EXPERIENCE

### Lead Operator (*Longi Technology*)

**Dec,2019- Present**

- Problem Resolution and Cost Savings: Played a pivotal role in troubleshooting and resolving critical machinery issues, demonstrating quick thinking and effective problem-solving skills.
- Adherence to Safety Protocols: Diligently adhere to company safety regulations and protocols, prioritizing the well-being of myself and fellow colleagues.
- Leadership and Auditing: As a leader within the operational team, I have taken on the role of a screen auditor for screening activities. This involves overseeing and auditing screening processes to ensure compliance with quality standards and operational protocols.
- Tool Operation and Productivity Enhancement: Skilled in the operation of various tools essential to manufacturing processes, demonstrating a keen understanding of tool functionality and utilization.
- Machinery Installation and Maintenance: Proficient in assisting with the installation of machinery and performing routine maintenance tasks to uphold operational continuity.
- Maintaining quality control measures and optimizing screening efficiency.

### Achievement: Top Leader Recognition (2023)

Recognized for demonstrating exceptional leadership qualities, fostering teamwork, and driving success within the operational department.

### Dispatcher (*J&T Express Kuching*)

**Mei,2019- Dec,2019**

- Proficient in tracking the lifecycle of orders, from the moment they were placed to their final delivery.
- Utilized tracking systems and software to monitor order progress and maintain accurate records of delivery status.
- Demonstrated proficiency in handling parcel deliveries, ensuring prompt and secure transportation of packages to designated delivery locations.
- Demonstrated outstanding organizational skills in managing high volumes of parcel deliveries during peak periods, maintaining efficiency and quality standards under pressure.

- Proficient in handling incoming correspondence, including emails, letters, and phone calls, promptly responding to inquiries, and prioritizing messages based on urgency and importance.
  - Skillfully organized meetings and appointments, liaising with internal and external stakeholders to schedule meetings, reserve venues, and prepare necessary documentation.
  - Provided comprehensive administrative support, including preparing reports, drafting correspondence, and managing travel arrangements.
  - Demonstrated proficiency in office management tasks, such as maintaining office supplies, coordinating office equipment maintenance, and processing expenses.
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## **EDUCATION**

### **Diploma in Business Management**

*Kuching Vocational College (2016-2018)*

- Graduated with a PNGKA (Academic) of 3.05 and PNGKV (Vocational) of 3.47.
- Completed comprehensive coursework in business management, covering areas such as finance, marketing, human resources, and organizational behavior.
- Developed practical skills through hands-on projects and case studies, gaining a solid foundation in business principles and practices.

### **Vocational Certificate (Business Management)**

*Kuching Vocational College (2014-2015)*

- Attained vocational certification in business management, focusing on practical skills and competencies relevant to the industry.
  - Acquired knowledge in areas such as business administration, accounting, entrepreneurship, and communication.
  - Demonstrated proficiency in applying theoretical concepts to real-world business scenarios, preparing for entry-level roles in the field of business management.
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## **PERSONAL QUALITIES**

- Highly organized and detail-oriented
  - Strong work ethic and commitment to excellence
  - Excellent interpersonal and communication skills
  - Proficient in both written and spoken Malay and English
  - Proven ability to work effectively in team environments
  - Capable of working independently and meeting deadlines
  - Willingness to work as a full-time employee and travel outstation as required
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## **REFERENCES**

- Mr Ting Kee Hou

Manufacturing Engineering

**Address:** Lot 2118, Jalan Usaha Jaya, Samajaya Free Industrial, 93450, Kuching, Sarawak

**Phone Number:** 010-9826435