

# Trainer's Profile

## Suryamunawarah Usmani Othman (MCT)



A professional with a unique combination of business experience, training and technical skill, bringing to the ability to combine business development with technical applications.

Specialized in AutoCAD and Microsoft Applications; Installation, Troubleshooting and Training. Incorporate training, administering network environments, installation of computer hardware and software applications, troubleshooting, developing and presenting complete business and financial plans. Implementing and updating web server and web pages.

During her involvement in training industry, Surya has developed curriculum and module for courses according to customer's needs and liaise with customers to make sure the objectives are met.

Surya is competent in information technology. Her strengths are in the areas of Microsoft Office, Microsoft Project, Microsoft Visio, Microsoft Publisher, Microsoft Outlook, AutoCAD, Adobe Photoshop, Adobe Illustrator, Adobe Flash, Adobe Dreamweaver and Microsoft FrontPage.

With more than 15 years' experience in conducting training for various government and corporate Customers, she has always managed to get a very good feedback from her participants.

### SUMMARY

- System Support Specialists for AutoCAD.
- IT Lecturer for Pre-Diploma Courses at Akademi InfoTech Mara (now known as UNIKL)
- MLVK Lecturer for Private College.
- IT Application Trainer for Nota Asia (M) Sdn. Bhd.
- Freelance IT Apps Trainer/ IT Apps Consultant. (current)



# Trainer's Profile

## Professional Qualifications

- Microsoft Certified Trainer
- Microsoft Certified Technology Specialists - Managing Projects with Microsoft Project 2010
- Microsoft Office Specialists Master 2010
- Microsoft Office Specialists Master 2016
- MOS Word Expert 2000
- MOS PowerPoint 2000
- MOS Word Expert 2010
- MOS Excel Expert 2010
- MOS PowerPoint 2010
- MOS Access 2010
- MOS Word Expert 2016
- MOS PowerPoint 2016
- MOS Access 2016
- MOS Excel Expert 2016
- MOS Word Expert 2019
- MOS PowerPoint 2019
- MOS Excel Expert 2019
- HRDF Registered Trainer

## Training Courses Delivered

- Microsoft Visio
- Microsoft Project
- Microsoft Access
- Microsoft Outlook
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Publisher
- Microsoft Excel Power Pivot
- Microsoft Excel Power View
- Microsoft Excel Power Query
- Microsoft Power Apps
- Microsoft Teams
- Microsoft Power Automate
- Microsoft Power BI
- Google Suite Essential Training
- Apache OpenOffice Writer, Calc, Impress.
- HTML 4
- Adobe Photoshop
- Adobe Flash
- Adobe Illustrator
- Adobe Dreamweaver
- AutoCAD
- JOOMLA CMS
- Apache OpenOffice Base
- Dashboard Training using MS Excel
- Managing Data with Microsoft Excel
- Infographics with PowerPoint

## Some Recent Clients

- Aegis - Business Process Outsourcing (BPO)
- AEON BIG
- AMKOR
- BTN
- CDC Training
- Eco Medi Gloves Sdn Bhd
- EEW MALAYSIA SDN BHD
- EPF Learning Centre
- FAMA
- Favelle Favco Cranes (M) Sdn. Bhd.
- Fireflyz
- Foxboro (M) Sdn Bhd
- Honda Malaysia Sdn Bhd
- IJM
- ILSAS
- INTAN (Jalan Ilmu)
- INTURA
- JKR
- LOTTE Chemical TITAN
- MAS Academy
- MINDEF
- Ministry of Finance
- Ministry of Higher Education
- Multimedia University.
- Omron
- PANASONIC
- PDRM
- Pertubuhan Peladang Kebangsaan (NAFAS)
- Petronas Carigali Sdn Bhd
- Petronas Dagangan Berhad
- POS Malaysia
- Press Metal Bintulu Sdn. Bhd.
- Progressive Impact Technology Sdn Bhd
- Resorts World Genting
- Sarawak Gas, Petronas Carigali Sdn. Bhd.
- Shutz
- Siemens Malaysia
- Sime Darby Industries
- Sime Darby Plantation
- Sime Darby Property
- SME Bank Berhad
- STONE EPC SDN BHD
- Talisman Energy Malaysia
- Tamura
- TNB
- UNIKL
- UNITEN
- Universiti Malaysia Terengganu
- VOLVO
- Western Digital
- Westports Malaysia Sdn. Bhd.
- ZF Sales & Service (Malaysia) Sdn Bhd

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**SURYAMUNAWARAH**



<b>Designation:</b>	<b>Consultant / Trainer</b>
<b>Nationality:</b>	<b>Malaysian</b>
<b>Gender :</b>	<b>Female</b>
<b>Years in IT Industry:</b>	<b>18</b>
<b>Years in Training:</b>	<b>18</b>

## ABLE TO CONDUCT FOLLOWING COURSES:

### Application

- Adobe Dreamweaver
- Adobe Flash
- Adobe Illustrator
- Adobe Photoshop
- AutoCAD
- Introduction to Computers
- Joomla CMS
- Microsoft Access
- Microsoft Excel PowerPivot, Power View, Power Query
- Power BI
- Power Automate
- Power Apps
- Sway
- Microsoft Forms
- Microsoft Teams
- Microsoft Internet Explorer
- Microsoft Office 95, 97, 2000, XP, 2003, 2007, 2010, 2013, 2016 and 2019 Courses
- Microsoft Outlook
- Microsoft Project
- Microsoft Publisher
- Microsoft Visio
- Microsoft Windows NT, 2000, XP, 2003, Vista, Windows 7, Windows 8 and Windows 8.1, Windows 10
- Open Office Database
- OpenOffice.org Courses - Basic to Advance
- Google Suite Essential
- Infographic with PowerPoint
- Prezi

## About Suryamunawah Usmani Othman

The System Support line with K U Sistem Sdn. Bhd. is where my career path began. For 2 years I have been involved with cabling, installation and configuration of networks, AutoCAD system, both for the company's Internal and external Customers.

Other employment is with UNIKL - IIM, as a Corporate Trainer. My main job function is to teach and at the same time handling support using my previous experience. As a trainer, I taught various computer subjects such as Application courses, networking; which include troubleshooting, cabling and installation of Computer Network, Math subjects for Pre-Diploma and other modules as needed by the Academy.

With experience conducting training for various government and corporate Customers, I have always managed to get a very good feedback from my participants.

## Surya's Qualifications

Obtained American Associate Degree in Computer Science in 1994.

B.Sc. Science Computer in 1996 From University of Arkansas, USA.

Professional Qualifications include Microsoft Certified Trainer, MOS Master, Microsoft Office User Specialist for Word 2016 Expert, Excel 2016 Expert, Microsoft Access 2016 and PowerPoint 2016.

Train - the - trainer certificate from HRDF and Microsoft Certified Trainer.



Microsoft Project 2010, Managing Projects

# Trainer's Profile



## CERTIFICATE OF EXEMPTION

This is to certify that

**SURYAMUNAWARAH USMANI OTHMAN**

IC NO. 740126-71-5110

has successfully fulfilled all the requirements for

**TRAIN THE TRAINER EXEMPTION**

on  
19 April 2011



Certificate Id

38383f66-164c-42cf-8284-41b1ee92230f

Verify Authenticity

<https://capai.hrdf.com.my/verify?id=38383f66-164c-42cf-8284-41b1ee92230f>

# Trainer's Profile



**SURYAMUNAWARAH USMANI OTHMAN**

Has successfully completed the requirements to be recognized as a Trainer.

Date of achievement: November 21, 2018

Certification number: G970-8771

Valid until: November 21, 2021

Part No. X18-83708

A handwritten signature in black ink, appearing to read "N. Satya".

Satya Nadella  
Chief Executive Officer

**Microsoft**  
**CERTIFIED**  
Trainer

# Trainer's Profile



Suryamunawarah Usmani Othman

has successfully completed the requirements to be recognized as a Microsoft Office Specialist Master.

Office PowerPoint® 2010  
Office Excel® 2010 Expert  
Office Word 2010 Expert  
Office Access 2010

Date of achievement: April 1, 2014  
verify.certipoint.com wLmxr-HaaY

  
Satya Nadella  
Chief Executive Officer

**Microsoft**  
Office Specialist Master



# Trainer's Profile



Suryamunawarah Usmani Othman

has successfully completed the requirements to be recognized as a Microsoft Office Specialist for

Office Access 2016

Office Word 2016 Expert  
Office Excel® 2016 Expert  
Office PowerPoint® 2016  
Office Access 2016

Date of achievement: November 16, 2018  
verify.certipoint.com wm5dE-4ScF

  
Satya Nadella  
Chief Executive Officer

**Microsoft**  
Office Specialist

# Trainer's Profile



Suryamunawarah Usmani Othman

has successfully completed the requirements to be recognized as a Microsoft Office Specialist Expert for

Office Excel® 2016 Expert

Office Word 2016 Expert  
Office Excel® 2016 Expert

Date of achievement: November 9, 2018  
verify.certipoint.com xaGT-sFMF

  
Satya Nadella  
Chief Executive Officer

**Microsoft**  
Office Specialist Expert



# Trainer's Profile



Suryamunawarah Usmani Othman

has successfully completed the requirements to be recognized as a Microsoft Office Specialist Master.

Office Word 2016 Expert  
Office Excel® 2016 Expert  
Office PowerPoint® 2016  
Office Access 2016

Date of achievement: November 16, 2018  
verify.certipoint.com SXXq-uSw8

  
Satya Nadella  
Chief Executive Officer

**Microsoft**  
Office Specialist Master

# Trainer's Profile



Suryamunawarah Usmani Othman

has successfully completed the requirements to be recognized as a Microsoft Office Specialist

PowerPoint Associate

Excel and Excel 2019 Expert  
Word and Word 2019 Expert  
PowerPoint and PowerPoint 2019

Date of achievement: August 21, 2020  
verify.certipoint.com oDTk-uSRd

  
Satya Nadella  
Chief Executive Officer



# Trainer's Profile



Suryamunawarah Usmani Othman

has successfully completed the requirements to be recognized as a Microsoft Office Specialist

Word Expert

Excel and Excel 2019 Expert  
Word and Word 2019 Expert

Date of achievement: August 21, 2020  
verify.certipoint.com mzDx-Dwo6

  
Satya Nadella  
Chief Executive Officer

