



MOHD SUKRI BIN COMRY

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EXPERIENCE

SARAWAK DIGITAL ECONOMY CORPORATION – Kuching, Sarawak

Legal, Risk and Compliance Intern

Dec. 2022 – Current

- Attached to the corporation as a GETS intern in a 12-month programme.
- Maintained organized legal documents and digital files for easy tracking and retrieval.
- Utilised Excel to keep track of all incoming and outgoing legal documents.
- Checked the accuracy and completeness of documents to identify deficiencies and recommend corrective actions.
- Performed document reproduction from various sources such as email attachments, PDF files and printed documents.

TALENT SUITES SDN BHD – Kuching, Sarawak

WordPress Implementer / Administration

May 2022 – Nov. 2022

- Attached to Syarikat Jutaan Purnama (F&B) for 6 months as a host company.
- Managing 6 website projects mainly on WordPress, maintenance, development and design.
- Held meetings with 4 clients and worked to understand their vision and desires for the website project.
- Responsible for co-managing the cafeteria located in Wisma Sumber Alam, Kuching, Sarawak.
- Held a meeting with 3 business partners to talk about future business partnerships and planning.

AZZAM REEZKY GROUP – Kuching, Sarawak

Management & IT Consultant

Oct. 2021 – April 2022

- Held a position as IT manager and legal advisor.
- Drafted multiple legal papers for business purposes.
- Trained and supervised over 10 interns for website projects.
- Increased understanding of WordPress core to manipulate admin and theme components.
- Designed and implemented more than 5 websites from initial concept, site architecture and wireframes to finished deliverables.

AZZAM REEZKY GROUP – Kuching, Sarawak

Human Resources and Compliance

April 2021 – Oct. 2021

- Coordinated with senior leadership and handled managerial needs by implementing fresh solutions into business strategies.
- Developed more than 10 policies and SOP for each department to ensure smooth workflow.
- Reviewed more than 5 contracts for compliance and privacy-related issues.
- Improved company policies and standards to outline ethical, safe and efficient procedures.

FREELANCING. – Kuching, Sarawak

WordPress Implementer

April 2018 – Dec. 2020

- Gained a strong understanding of WordPress core to manipulate admin and theme components.
- Built and managed more than 8 different projects in over one year.
- Collaborated with Azzam Reezky Group on project specifications, strategy and execution to build 4 new WordPress pages and update existing ones.
- Offered timely resolution to reported website problems by integrating new solutions into existing platforms.

MINISTRY OF TOURISM, ARTS, CULTURE, YOUTH AND SPORTS. – Kuching, Sarawak

Administrative Intern

July 2017 – Sept. 2017

- Delivered administrative support to office staff, promoting excellence in office operations.
- Assisted with 2 event planning, including associated travel and logistical arrangements.
- Assisted to send one team to compete in Kuala Lumpur for Art and Culture event.
- Organized 3 series of meetings with more than 10 different agencies for KBW 2017.

EDUCATION

MARA UNIVERSITY OF TECHNOLOGY (UITM) – Kota Samarahan, Sarawak *March 2016 – Oct. 2018*

Honour in Bachelor of Administrative Science.

MARA UNIVERSITY OF TECHNOLOGY (UITM) – Kota Samarahan, Sarawak *June 2013 – Oct. 2015*

Diploma in Public Administration.

SKILLS

Soft: Teamwork & Collaboration, Idea Exchange, Self-Management, Critical and Logical Thinking, Experimenting, Dependability

Technical: Microsoft Word, Microsoft PowerPoint, WordPress, Illustrator, Photoshop, InDesign, Premiere Pro, Googling

Language: Fluent in Malay; Conversational Proficiency in English