

# MUHAMMAD IRFAN HAKIM BIN AHMAD SHUKRI

Project Executive

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Cheras, Selangor



## PROFILE

Project Executive with 10 years of experience coordinating programmes, community, administrative, and international initiatives. French degree holder skilled in stakeholder engagement, proposal writing, and securing project funding to turn ideas into implemented programmes. Experienced in working with government agencies, universities, industry experts, media partners, and community leaders to deliver impactful initiatives. Proven ability to manage programmes end-to-end, from planning and logistics to reporting and completion.

## KEY COMPETENCIES

Client/Stakeholder Engagement	Funding & sponsorship acquisition	Reporting & KPI monitoring
Report writing and presenting	Process improvement	Grant Writing
Problem-Solving Through Analysis	Logistics & operations management	Youth & community leadership

## PROFESSIONAL EXPERIENCE

### Entruss Ventures Sdn. Bhd. Research Officer

Oct 2024 - Present

As a Grant Writer, Coordinator, Facilitator, and Graphic Designer, I secured funding through successful grant proposals worth of RM55,000 with MPRC and manufacturing companies, coordinated and facilitated training workshops, and designed marketing materials to strengthen branding. I also supported project management, ensuring alignment with company goals.

### Surau Assidiq Bandar Tun Hussein Onn Deputy Youth Leader (Timbalan Pemuda)

March 2017 - Present

Co-led the planning and execution of Programmes across seven mosques in Cheras, chaired planning meetings, developed event themes, and recruited youth participants. I managed inter-mosque sports and e-sports tournaments, coordinated logistics, volunteers, catering, and match operations, secured funding collaboration with Uda Land Sdn. Bhd., Jom Makan Food Fest, and handled media engagement with TV3 and Radio Televisyen Malaysia (RTM), contributing to the team's achievement as Overall Champion (Juara Keseluruhan) 2025.

### Klinik Zainiati Administrative Executive

Dec 2016 - Present

Assisted, Implement and assist patient feedback system that streamlined collection of patient's feedback through medical Unified Reporting System (FOMEMA). Coordinate 2 staffs and supports to optimize clinics workflow, significantly improving service delivery and reach KPI's.

## EDUCATION & CERTIFICATIONS

### Bachelor of Arts in French Language Studies with Honours

Universiti Putra Malaysia, Serdang

### Diploma in Culinary Arts

Universti Teknologi Mara. Permatang Pauh

## LANGUAGE PROFICIENCY

Malay - Native

English - Excellence

French - Delf B1

## ACTIVITIES

### Editor & Facilitator, Seminar on Professional Training

Entruss Ventures Sdn Bhd, Nuklear Malaysia & Universiti Kebangsaan Malaysia

### Coordinator & Grant Writer, Permohonan Dana Darul Husna Wal Kassab Project Cambodia RM 55,000

Entruss Ventures Sdn. Bhd.

### Floor Manager, Francais Facile, Teaching Programme

Universiti Putra Malaysia & SK Seri Serdang

### Producer of Theater, Ayam Jantan Ayam Betina

Universiti Teknologi Mara, Permatang Pauh