

MOHAMMAD HAFIZ JAMALI

MARKETING EXECUTIVE · AI AUTOMATION & CONTENT OPERATIONS



CONTACT

Location
Selayang, Malaysia
Willing to relocate

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Portfolio
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EDUCATION

Medical Assistant Diploma / Advanced Diploma

Institut Latihan Kementerian Kesihatan
Malaysia
2010–2013

Biology (STM / STPM)

SMK Dato Patinggi Haji Abdul Gafur
2008–2009



SKILLS

- AI-assisted research & automation
- Content ideation & drafting
- Product & competitor research
- Reports & data storytelling
- Microsoft Office & Excel
- Supplier coordination
- Customer communication
- AutoCount
- Web systems & dashboards
- Linux VPS & deployment



LANGUAGES

- English — Fluent
- Bahasa Melayu — Fluent
- Bahasa Iban — Expert



CREDENTIALS

- CIPS Level 3: Certified Humanitarian Procurement Professional
- AutoCount System Training
- Certified Medical Assistant

PROFILE SUMMARY

AI automation and digital operations professional with hands-on experience in the veterinary and pet-product environment. Skilled at researching products and suppliers, organizing complex information, preparing reports, coordinating stakeholders, and turning operational needs into practical systems. Built and operate Mino, a self-hosted AI work partner used for research, content drafts, visual concepts, documentation, and repeatable workflows. Seeking to bring this combination of communication, data, systems thinking, and pet-industry knowledge into a marketing role.

76.5%

less manual PRF creation

90%

automated ordering accuracy

71%

fewer critical stock incidents

24/7

self-hosted AI workflows

SELECTED AI PROJECT

Mino — Self-Hosted AI Work Partner

Personal project · AI automation, content operations & systems

Built and operate a VPS-hosted AI agent that supports research, planning, documentation, workflow automation, and content development.

- Use AI to develop and refine social-media hooks, captions, discussion angles, and visual concepts for personal content experiments.
- Turn repeatable research and drafting tasks into structured workflows with review steps and evidence.
- Developed practical experience with AI agents, APIs, databases, web applications, dashboards, Linux, deployment, and troubleshooting.

WORK EXPERIENCE

Procurement Officer

Dec 2025 – Present

STARLIGHT Veterinary Medical Centre Sdn Bhd · Ampang

- Research veterinary products, suppliers, pricing, availability, and market alternatives to support business decisions.
- Built Procure Pilot and PIMS, replacing paper-based workflows with connected web applications; reduced manual PRF creation by 76.5%.
- Developed an automated pharmacy-ordering workflow with 90% accuracy and prepared data-based reports for management.
- Coordinate with suppliers and internal teams to maintain product availability and improve delivery reliability.
- Reduced active supplier dependency from 73 to 25 through structured research and evaluation.

Procurement / Operations Officer

Dec 2022 – Dec 2025

IMAM Response & Relief Team (IMARET) · Selayang

- Conducted quotation enquiries, market research, supplier comparisons, and periodic reports for operational planning.
- Created a procurement cycle system later adopted as the organisation's standard operating procedure.
- Produced inventory-usage, asset-performance, and projection insights for project decision-making.
- Managed communication and supplier relationships across static clinics and field projects.

Assistant Pharmacy

Dec 2021 – Nov 2022

BIG Pharmacy Healthcare · Kuala Lumpur

- Supported customers with product enquiries, stock intake, inventory control, sales reconciliation, and daily operations.

Flavorist

Aug 2019 – Oct 2021

Raw Factory Flavour · Ampang

- Conducted research into flavour combinations for potential food and beverage applications; supported production, inventory, documentation, and timely delivery.