

NUREEN NASIRA BINTI ROSDI

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SUMMARY

A detailed-oriented **Information Management** diploma student from UiTM Segamat, Johor with a current CGPA of 3.73 is humbly seeking a job opportunity at your company to start a new career to explore and gain practical experiences. I look forward to learn new knowledge and am ready to contribute my energy and skills to your company.

EDUCATION

Universiti Teknologi Mara-Segamat, Johor

Sept 2023 - Current

Information Management Course- Semester 4

- CGPA: 3.73
- MUET: Band 4

Sekolah Menengah Kebangsaan Cheras Jaya

Jan 2018 - Mar 2023

Malaysia Certificate Of Education (SPM)

- SPM Result: 3A, 3B+, 1C
- CEFR Result: C1

Sekolah Kebangsaan Seri Anggerik

Jan 2012 - Dec 2017

UPSR 2017

- UPSR Result: 3A
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AWARDS & CERTIFICATES

- Represent Handball District MSS Wilayah Pudu (2016)
- Appointed Librarian Secretary (2017)
- Appointed Quartermaster (2018-2023)

- Top Student in English Finals (2019)
- Participated in Chemistry Outreach SPM Program District Hulu Langat (2022)
- Member of Student Leadership Council (2024-2025)

ADDITIONAL INFORMATION

- **Technical Skills:** Microsoft Word, Microsoft PowerPoint, C++, Canva
- **Languages:** English (Professional), Malay (Native), French & German (A1)
- **Soft Skills:** Punctual, Teamwork Skills, Adaptability, Diligent, Positive Attitude, Empathy, Keen to learn, Committed, Patience, Autonomous, Basic Cataloging and Archiving , Managing Records