



MUHAMMAD AMAR DANIAL

BIN NAZAR

STUDENT (2023824548)



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EDUCATION

2023 - Present

Diploma of Information management at Universiti Teknologi Mara

Take 2 years 6 month for finished related course such as information management, record management, cataloging and others

2018 - 2023

Student at Sekolah Menengah Kebangsaan batu Rakit & Sekolah Menengah Kebangsaan Mat Kilau

I completed 6 years of school session with the best grades in SPM which is 6A on trial and 5A in SPM

I am an information management diploma student from University Teknologi MARA (UITM) Machang campus who is motivated and likes to find experience and opportunities in industry training to hone skills related to information management, digital systems and administrative support

WORK EXPERIENCES

2024

Part time at Petronas during their 50th Anniversary event

Serve the VIP's by manage their sit and become an FnB workers in one of the building in there

2025

Intern in Perpustakaan Sultanah Nur Zahirah

Become an practical trainer for about 2 month and learning about the related course learn which is information management

MY SKILLS

Technical Skills:

- Record Management
- Information management
- Information technooogy application

Software:

- Microsoft Word, Excel, Powerpoint, Canva