



MUHAMMAD AMIRUL HAQYMIC RAZALI

Diploma in Information Management

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Sentul, Kuala Lumpur

PROFESSIONAL SUMMARY

I am a highly motivated Diploma in Information Management student currently in my fourth semester at Universiti Teknologi MARA (UiTM). Specializing in information organization, technology, and management, I am proficient in programming fundamentals, information systems, and social media literacy. With practical experience in various aspects of information and records management, I am actively seeking an internship placement for the duration of **28 July - 19 September (8 weeks)** to apply and expand my skills in a dynamic information-driven environment.

EDUCATION

Universiti Teknologi MARA (UiTM), Segamat

Diploma in Information Management

September 2023-Present

GPA: 3.45/ CGPA: 3.57

- Fundamental of Management
- Organization and Access to Information
- Foundation of Record Management
- Information Technology Application in Information Agencies
- Computer System Operation
- Social Media Literacy
- Human Communication for Information Professional
- Introduction To Reference and Bibliometrics Service in Information Agencies
- Fundamental of Records Center Management
- Programming for Information Professional
- Fundamentals of Entrepreneurship
- Database for Business
- Introduction to Electronic Record Keeping
- Electronic Publishing

SMK Sentul Utama

Sijil Pelajaran Malaysia (SPM)

June 2023

5A, 3B

WORK EXPERIENCE

SOGO (K.L) Department Store Sdn. Bhd.

Sales Assistant, Part Time

2023/2025

LEE COOPER MEN

March 2023-May2023

PADINI MEN

June 2023-August 2023

DUCATI MEN

February 2024- March 2025

- Assisted customers with product selection and provided excellent customer service.
- Maintained clean, organized, and visually appealing store displays.
- Restocked shelves and monitored inventory to ensure product availability.
- Promoted store promotions and upsold products to increase sales.
- Handled returns, refunds, and exchanges following store policy.
- Worked as part of a team to meet daily sales targets.
- Answered customer inquiries about products, prices, and availability.
- Participated in regular stocktakes and inventory management.
- Trained and guided a new staff member, ensuring they quickly adapted to store procedures and customer service standards.

CERTIFICATE

Computer Repair Course (Series 2)

Issued by Kolej Komuniti Segamat 2

- Identifying computer components (motherboard, CPU, RAM, HDD/SSD, GPU, PSU, etc.)
- Assembling and disassembling desktop and laptop PCs
- Replacing or upgrading parts (RAM, hard drive, power supply, etc.)
- Cleaning and maintaining hardware to prevent overheating and dust damage

Masmed Young Entrepreneur

Issued by Universiti Teknologi MARA (UiTM)

- Participated in the **MASMED Young Entrepreneur Program**, gaining foundational knowledge in starting and managing a small business.
- Developed and presented a **business idea**, including planning, budgeting, and marketing strategies.
- Gained **hands-on selling experience** during campus entrepreneurship events (e.g., booth setup, customer interaction, sales tracking).
- Worked in a team to create branding, promotions, and product pricing strategies.

CO-CURRICULAR

Civil Defence

Activity Coordinator | Universiti Teknologi MARA (UITM)

- Completed a comprehensive course on emergency preparedness, first aid, and civil defence principles.
- Trained in foot drills, first aid procedures, and emergency response techniques.
- Developed teamwork and leadership skills through practical exercises and simulations.

SKILLS

Languages: Proficient in Malay and English

Skills: Microsoft Office (PowerPoint, Word), Canva, Google Workspace (Slides, Docs), CapCut,, C++.

REFERENCES

DR Ahmad Fuzi Bin Md Ajis
Industrial Training Coordinator
Tel: + 6019 266 9439