




AMIR HAFEZUDDIN BIN SAHARUDDIN

INFORMATION MANAGEMENT INTERN



Personal Information

-  (+60) 11-275 30619
-  2022841242@student.uitm.edu.my
-  81200, Johor Bahru, Johor

Soft Skills

Communications
Collaborative
Organizing Records
Data Management
Attention to Detail

Hard Skills

Microsoft Office
Google Workspace

Language

Bahasa Malaysia (native)
English

Reference

Kindly refer to Placement Application Form for referee contact information.

SUMMARY

I am a diligent and driven individual with a warm disposition currently pursuing a Diploma in Information Management at Universiti Teknologi MARA (UiTM) Segamat, Johor. I am seeking an internship opportunity to utilize my knowledge especially in management, documentation and data recording in real life working environment.

I bring a structured and reliable approach to managing various tasks with a positive mindset. I am also eager to gain new knowledge and skill set in order to contribute to the team objectives effectively.

My internship period is 2 months starting from 21/07/2024 to 12/09/2024.

EDUCATION BACKGROUND

Universiti Teknologi MARA (UiTM) Segamat, Johor Darul Takzim

Diploma in Information Management

- Overall CGPA: 3.33
- Latest CGPA: 3.51

Maktab Sultan Abu Bakar (MSAB) @ English College (EC), Johor Bahru, Johor

Sijil Pelajaran Malaysia (SPM)

- 6A's, 2B's, and 1C

PERSONAL STRENGTHS & SKILLS

Strength: Functioned as a team leader when it comes to group assignment. Able to manage and accomplish tasks given by lecturers in timely manner. Managing and organizing documents and recording data daily is my vital strength as an information management student. Quick learner with a willingness open to acquiring new fresh skills.

Software: Microsoft Office Applications (Word, PowerPoint, Excel), Google Workspace (Docs, Sheet, Slides), Editing Software (Canva)