

Nur Amylia Atirah

Kuala Lumpur,

(+60) 133671072 | amyliaatirahazlan@gmail.com

[LinkedIn \[www.linkedin.com/in/amyliaatirah/\]](https://www.linkedin.com/in/amyliaatirah/) | [Github Pages \[https://amynerdverse.github.io/\]](https://amynerdverse.github.io/)

[Tableau Public \[https://public.tableau.com/app/profile/amyliia.atirah\]](https://public.tableau.com/app/profile/amyliia.atirah)

EDUCATION

2019 – 2023

Bachelor of Business Administration Minor in Information Technology, International Islamic University Malaysia

CGPA: 3.26/4.00

2018 – 2019

Centre For Foundation Studies, International Islamic University Malaysia | CGPA: 3.25/4.00

2013 – 2017

Sekolah Tinggi Kluang, Johor | SPM: 3A+, 4A, 1A-, 1B

WORK INTEREST

Data analysis, market research, graphic designing, administration, and procurement.

TECHNICAL SKILLS

Programming: HTML (Intermediate), CSS (Intermediate), Javascript (Intermediate), MySQL (Intermediate), C++ (Intermediate), Python (Beginner), Web Scraping - Python (Beginner).

Software: Microsoft Words (Expert), Microsoft Powerpoint (Expert), Microsoft Excel (Expert in VLOOKUP, HLOOKUP, VBA), Power BI (Expert), Tableau (Intermediate), Adobe Illustrator (Expert), Adobe Photoshop (Intermediate), Adobe Premier Pro (Beginner), Adobe Animate (Beginner), Canva (Expert).

Language: Bahasa Melayu (Native), English (Fluent).

RELEVANCE PROJECT

- **Website Portfolio (September 2023 – Present)**

Developed a personal website using HTML, CSS and Javascript and published it using GitHub Pages to showcase my latest project and achievements.

- **Theatre Scripts**

Write theatre scripts for Economic Theatre Night (December 2022) and IIUM Grand Mental Health Month Program (May 2023).

- **Poster Design for Citra Open Day: Theater Night (September 2023 – October 2023)**

Create a promotional poster for theatre night using Adobe Illustrator and Canva.

VOLUNTEERISM

- **Education Mission to Refugee School (April - May 2021)**

In charge as Learning Facilitator under UNESCO IIUM for Education Mission to Refugees School (EMIRES) 2.0 and 3.0 in collaboration with Education for All (EFA) Somalian Refugees School located in Gombak, Selangor.

- **Economic Theater Night 5.0 (April – December 2022)**

In charge of Assistant Program Manager who supports the planning, organization, and execution of Economics Theater Night 5.0 which aims to raise awareness about economic challenges faced by communities.

- **Fundraising Volunteer for ECONS Walk (June 2023)**

In charge of assisting the disabled participants during the ECONS Walk organized by the Department of Economics IIUM for fundraising.

WORK EXPERIENCE

Khazanah Research Institute — *Chairman Office Intern*, August 2023 – Present

- Handling weekly payments to vendors and suppliers
- Preparing monthly management accounts and monthly summaries of staff expenses.
- Assist the finance team with the statutory audit of the management accounts and documentation of all supporting documents.
- Assist the finance team with the procurement process, including vendor sourcing and contract management.
- Becoming part of the working team for any events organized by Khazanah Research Institute.

Revolution Stage — *Sponsorship and Sales Team*, September 2022 – October 2022

- Collaborated with the sponsorship and sales teams to identify, approach, and secure partnerships from corporate and community organizations.
- Collaborated with marketing and creative teams to design and execute promotional campaigns to engage with the partnerships.

REFERENCES

Nurul Ain Fatizah Rahim

Manager, Institute Strategy & Management,
Khazanah Research Institute,
Level 17-1, Mercu UEM, Jalan Stesen Sentral 5,
Kuala Lumpur Sentral, 50470 Kuala Lumpur,
ainfatizah.rahim@krinstitute.org

Arbaiah Abdul Razak

Assistant Professor at Department of Business Administration,
Kulliyah of Economics and Management Sciences,
IIUM Gombak Campus, 53100 Kuala Lumpur.
arbaiah@iium.edu.my