

Asyraaf bin Daud

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Diploma student in Information Management at Universiti Teknologi MARA (UiTM), seeking an 8-week internship from 28 July 2025 to 19 September 2025. Offers strong computer and information management skills. Fluent in Malay and proficient in English.

AREA OF EXPERTISE

Data management
Information management

Cataloging
Record management

Accessibility
Simple coding (C++)

KEY ACHIEVEMENTS

- **Honor and Award:** Dean's List, Universiti Teknologi Mara (UiTM), Semester 3. CGPA: 3.54
- **Excellent Student Award:** Sekolah Menengah Kebangsaan Serendah (SMK Serendah), 2023.
- **Programming for Information Professional:** Able to create functional system of Cyber cafe online booking and billing system.

WORK EXPERIENCE

Sales Assistant, Mydin Mohamed Holdings Berhad (MYDIN)

FEB 2025 - MARCH 2025

- Provided excellent customer service and product recommendations to increase sales.
- Assisted in stock replenishment and inventory checks.
- Contributed to achieving daily and monthly sales targets.
- Maintained store cleanliness and organized product displays.
- Advised customers on product features, availability, and promotions to drive sales.

Kitchen helper, Ministry of Defence (MINDEF) Cafe

MAY 2023 - SEP 2023

- Assisted chefs and kitchen staff in food preparation and basic cooking tasks.
- Maintained cleanliness of kitchen areas, utensils, and equipment according to hygiene standards.
- Disposed of kitchen waste properly and managed recycling processes.

EDUCATION

Diploma

Sep 2023 - Present

- Universiti Teknologi Mara (UiTM).
- Information Science Studies

Sijil Pelajaran Malaysia(SPM)

2018 - 2023

- Sekolah Menengah Kebangsaan Serendah (SMK Serendah).
- SPM: 6A

ADDITIONAL INFORMATION

- Languages: English and Malay.
- Skilled in Microsoft Office Suite (Word and PowerPoint).
- Skilled in Canva graphic design and presentation creation.

SOFT SKILLS

- Open to new ideas and willing to learn new ways of doing things.
- Able to work in a group
- Able to communicate effectively