

NOR ANIS BINTI MOHD ARIFFIN

Address : Tangkak, Johor
Phone : 018-2988163
Email : mohdariffinoranis@gmail.com



PROFESSIONAL SUMMARY

Motivated and detail-oriented individual with a strong academic foundation in accounting, mathematics, and information technology. Recognized for integrity, efficiency, and teamwork abilities. Completed coursework in Programming Techniques, Software Engineering, Database Systems, Artificial Intelligence, Human-Computer Interaction, and Data Communication, demonstrating a solid grasp of both theoretical and practical aspects of computing. Skilled in utilizing Microsoft Office, language C++, for academic and creative tasks. Proven success in leadership roles during co-curricular activities, showcasing strong organizational and analytical capabilities. Eager to contribute to professional environments with a commitment to continuous learning and excellence.

EDUCATION

Bachelor Of Computer Science (Database Management) With Honours **2022 - Present**
Universiti Teknikal Malaysia Melaka

Matriculation **2021**
Kolej Matrikulasi Johor

- CGPA: 3.46
- MUET: Band 4

Sijil Pelajaran Malaysia **2020**
Sekolah Menengah Kebangsaan Parit Bunga

WORKING EXPERIENCE

Clerk **2022**
MRR Transport Sdn Bhd

- **Administrative Management:** Organized and maintained company records, ensuring all documentation was accurate, up-to-date, and easily accessible. Processed invoices, reports, and correspondence with attention to detail.
- **Operational Support:** Played a key role in coordinating daily activities, including scheduling appointments and handling logistics to ensure the seamless flow of operations. Assisted in the preparation of operational reports to support decision-making.
- **Team Collaboration:** Acted as a communication bridge between different departments, promoting smooth teamwork and ensuring tasks were completed efficiently. Facilitated the resolution of queries and supported staff with administrative needs.
- **Customer Interaction:** Responded to client inquiries professionally, providing accurate information and ensuring customer satisfaction.

RELEVANT COURSES

Programming & Software Development

- Programming Techniques, Data Structures and Algorithms, Object-Oriented Programming, Software Engineering, Software Requirements and Design, Software Project Management.

Database & Information Systems

- Database, Database Programming, Database Design, Database Administration, Data Warehousing and Business Intelligence, Information Technology and Database Security, Geographic Information Systems.

Mathematics & Core Computing

- Linear Algebra and Discrete Mathematics, Calculus and Numerical Methods, Statistics and Probability, Computer Organization and Architecture, Operating Systems, Data Communication and Networking, Artificial Intelligence

User Interaction & Multimedia

- Human-Computer Interaction, Multimedia Systems.

ACHIEVEMENT

Universiti Teknikal Malaysia Melaka (2022 - Present)

- Final Year Project: Vista Art Gallery System
- Workshop II Innovation Competition: Homestay Booking system
- AJK Program Panca D'FTMK Summit 2023
- AJK Program Raspberry Pi PICO Software Engineering 2024

Kolej Matrikulasi Johor (2021)

- Participated in iSTAR KMJ.
- 2nd Place in Accounting Quiz Competition.

SMK Parit Bunga (2020)

- Auditor, History Club.
- Secretary, Traditional Games Club.
- Assistant Treasurer, Sports House.
- Athletics: 1st Place in 4x100m Relay.
- Champion in Uniformed Unit Marching Competition.
- Pearson LCCI Certificate Level 2

SKILLS & COMPETENCIES

Technical Skills:

- Experienced in Microsoft Office applications, including Word, Excel, and PowerPoint, for documentation and reporting.
- HTML, CSS, PHP, Javascript- Learned to create basic web pages with styling and functionality.
- Python, C++- Developed logic and problem-solving through coding exercises and simple programs.
- Database - knowledge in database design, MySQL Workbench, and DBeaver.
- Skilled in using Capcut for video editing and content creation, showcasing creativity and attention to detail.

Analytical Skills:

- Strong mathematical aptitude, with the ability to solve problems effectively and analyze data accurately.

Language

- Malay (Bahasa Malaysia): Fluent proficiency (spoken and written)
- English: Professional proficiency (spoken and written)

REFERENCES

Ts Rosleen Abd. Samad

Senior Lecturer,
Universiti Teknikal Malaysia Melaka
013-6217911
rosleen@utem.edu.my

Ts Abdul Razak Hussain

Senior Lecturer,
Universiti Teknikal Malaysia Melaka
011-10029829
razak@utem.edu.my