



Nur Athirah Amani Bt Abdullah

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A fresh graduate's diploma student that loves to gain experience and explore something new. Self-motivated, hardworking and have a good behavior. Seeking a career with a good organization that gives an opportunity to capitalize my technical skills, abilities in this field and will improve myself in this field to get more knowledge

Educational Background

Grade: 3.23

- Diploma in Information and Communication Technology, University Teknikal Malaysia Melaka
- Develop Food Ordering System for Workshop and Clinic Management System for Final Year Project using HTML, PHP, CSS and Javascript

Result: 7 A's 1B

- Sijil Pelajaran Malaysian, SMK Sulaiman, Bentong, Pahang.

Professional Skills

- good in coding languages (Java, CSS, HTML, PHP, C++, C, SQL)
- language skills: advanced in English and fluent in Malay
- interpersonal skills
- cooperate in group and teamwork
- problem solving capability
- communication skills
- typing/word processing

Extracurricular Activities and Certification

- Robotic Event

March 2017

Attended the event to gain knowledge about robotic

- Musical Show

October 2018 & October 2019

Handling and joined school musical show for dance and choir.

- Leadership Activities

October 2021

Involved in organizing Seni Kebudayaan Club seminar.

Work Experience

INTERSHIP (IT ASSISTANT) - Pejabat Daerah Tanah Bentong

- July 2022 until September 2022
- preparing and set up a meeting within employees
- preparing user requirement documentation and application training materials
- performing hands-on training with applications users for new Application Release where applicable

WAITER AND CASHIER - Cafe Jabatan Kerja Raya, Gombak.

- 5 JANUARY 2020 until 20 MARCH 2020
- being punctual every morning (cafe will open 7 a.m. in the morning)
- friendly communicate with customer
- maintain the cleanliness of the cafe
- handling catering (if someone order food for a meeting)

FREELANCE CANVA TEMPLATE DESIGNER - Self-employed / Online

- May 2023 until September 2023
- sold digital Canva templates (resumes, slides powerpoint, etc.) for various online clients and platforms
- gained practical experience in layout composition and marketing through digital marketplaces.
- managed client communications, orders, and feedback independently.

RESTAURANT CREW MEMBER - Rumah Makan Riverside , Janda Baik

- April 2023 - September 2023 and anytime free
- performed multiple roles including cashier, waitstaff, kitchen helper and dessert maker
- served food and drink efficiently while ensuring good customer service
- assisted in food preparation in the kitchen, including making waffles, roti kukus and traditional desserts like cendol
- worked in a fast-paced environment, supporting teamwork and multitasking across roles.

References

1) Dr. Nur Atikah binti Arbain

- Academic advisor, University Teknikal Malaysia Melaka