



Margeret Jelian Anak Calvin Davidson

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About Me

Final year student with a Diploma in Information Management from University Technology MARA (UiTM), seeking an internship opportunity to use academic knowledge in a practical situation, obtain hands-on experience in information management, and contribute to the organization's goals. Enthusiastic and detail-oriented information management student who is passionate about using technology to improve data organization and analysis.

Education

SMK ST.MARY
Kuching, Sarawak
SPM : 4A 2B 2C 1D

Diploma in Information Management
Universiti Teknologi MARA (UiTM)
2022 - Current
CGPA : 3.20

Skills

Soft Skills

- Good communication skills
- Good in time management
- Flexible and adaptable
- Strong organizational abilities
- Excellent problem-solving skills

Hard Skills

- Microsoft Office proficiency
- Familiarity with office equipment and technology
- Experience with document and records management systems
- Proficiency in database management systems

Languages

English

- Speaking : Excellent
- Writing : Excellent

Bahasa Melayu

- Speaking : Excellent
- Writing : Excellent

Mandarin

- Speaking : Basic
- Writing : Basic

Experiences

Golden Dragon City, Metrocity

Part Time Cashier

April 2022 - Jun 2024

- Accurately processed transactions using cash, credit, and debit cards, ensuring minimal errors in handling money.
- Provided information about products, promotions, and services, helping customers make informed purchasing decisions.
- Helped restock shelves and ensured merchandise was properly organized, contributing to store upkeep.
- Worked effectively with other staff members to maintain smooth store operations and achieve sales goals.

Internship (Senari Synergy Sdn Bhd)

Administration Department

22 Jul. 2024 - 13 Sept. 2024

- Assisting with filing, data entry, photocopying, scanning, and managing correspondence (emails, letters)
- Updating and maintaining databases, ensuring accuracy and proper organization of records.
- Taking notes, preparing agendas, and learning professional etiquette.
- Help my senior colleagues organize meetings, booking conference rooms, and maintaining schedules for team members.