

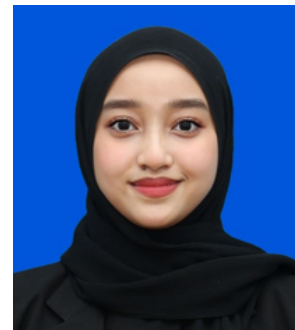
NUR 'AAINII NABILAH BINTI MOHAMAD NASIR

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Position to apply: Information Management Intern

Date to Intern: 22 July until 13 September

Duration: 2 Month



I am a motivated student currently pursuing a Diploma in Information Management and seeking an internship opportunity from July 22 to September 13 to complement my academic background. My aim is to secure a position closely aligned with my field of study, enabling me to gain hands-on experience, develop professionally, and contribute to organizational objectives within a dynamic work environment. I am eager to apply my acquired knowledge and skills while actively learning from industry professionals.

EDUCATION

UNIVERSITI TEKNOLOGI MARA (UiTM), REMBAU, NEGERI SEMBILAN **OCT 2022 - expected FEB 2025**
Diploma in Information Management

SMK SUNGAI BESI KUALA LUMPUR **2017 - 2022**
SPM 2021 SPM: 5A 2B 1C

PROFESSIONAL EXPERIENCE

FREELANCE BARISTA

July 2022 - September 2022

Ogos 2023 - October 2023

February 2024 - April 2024

ZUS COFFEE, Lakefield Trillum

- Provided exceptional customer service as a barista, preparing and serving a variety of high-quality coffee beverages, including espresso-based drinks, brewed coffee, and specialty beverages.
- Operated and maintained commercial coffee equipment, such as espresso machines, grinders, and brewers, ensuring proper cleaning and maintenance.
- Developed in-depth knowledge of coffee origins, roasting processes, and brewing techniques to effectively communicate with customers and make informed recommendations.
- Maintained a clean and organized workspace, adhering to strict food safety and hygiene standards.
- Assisted with inventory management, ensuring adequate stock levels of coffee beans, milk, and other supplies.
- Contributed to a positive and welcoming café atmosphere through friendly interactions with customers.

SKILL & LANGUAGES

EXTRACURRICULAR ACTIVITIES

Languages:

- Bahasa Melayu (Native Proficiency)
- English (Fluent)
- Mandarin (Fluent)

Skill:

- Microsoft Word - Proficient
- Microsoft PowerPoint - Intermediate
- Microsoft Excel - Intermediate
- Canva - Intermediate
- C++ Programming - Beginner

Student Counseling Program, UNIVERSITI TEKNOLOGI MARA

Secretary, October 2024 - December 2024

- Collaborated with a team to organize and facilitate a counseling program aimed at supporting university students' mental well-being and personal growth.
- Acted as the program secretary, responsible for maintaining accurate records, coordinating schedules, and ensuring effective communication among program members.

REFERENCES

AMIRAH BINTI HAJI ABU HASSAN

Pensyarah Kanan, UiTM Rembau, Negeri Sembilan

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