



# NUR NADHIRAH BINTI KHAIRUL

## INTERNSHIP

### Profile

I am 20 years old and am a student in an Information Management course at UiTM. I learn new tasks quickly, can good at managing my time, and can prepared to quickly adapt to new environments.

### INFORMATION SKILL

Organization and Access to Information -80%

Foundation of Record Management -70%

Social Media Literacy -80%

Programming for Information Professional -70%

### References

**Pn. AZURA BT ABDUL JAMIL @ KAMARUDZZAMAN**

Lecture Of Information Management


**Phone:** +6012-6513783


**Dr. AHMAD FUZI Md AJIS**

Industrial Training Coordinator

**Phone:** +6014-2507067

 +6011-11448530

 nadhirahnur33@gmail.com

 No4, Jalan Selasih 4  
Taman Selasih Jalan  
Kampung Tengah 84000  
Muar, Johor.

### Education

**Diploma in Information  
Management**

Universiti Teknologi Mara (UiTM)

**Sijil Pelajaran Malaysia (SPM)**  
Sekolah Menengah Kebangsaan  
Convent Muar

### KEY SKILL

Microsoft Office -70%

Teamwork -80%

Communication -80%

Time Management -80%

### Language

Bahasa Melayu -Excellent

English -Average