



# NURDIANA NADHIRAH BINTI NOORIZAM

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Seeking an internship opportunity in Information Management to obtain knowledge and experience and able to communicate with others.

## Contact

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0146922558



angahdiana0405@gmail.com



71900, Labu, Negeri Sembilan.

## Expertise

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- Proficient in Microsoft Office (Word, Excel, Power Point)
- Basic computer literacy skills
- Records management and archival practices
- Organizational skills

## Language

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- Malay
- English

## References

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### AMIRAH BINTI HAJI ABU HASSAN

Pensyarah Kanan, UiTM Rembau,  
Negeri Sembilan

Phone Number: 0192298825

Email: amirahdatuk893@gmail.com

## Education

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MARA University of Technology, Rembau, Negeri Sembilan (Expected graduation February 2025)

- Diploma in Information Management

### Extracurricular Activities

- Entrepreneurial Exco PTAR Buddies Club

SMK Dato' Shahardin, Labu, Negeri Sembilan

- Sijil Pelajaran Malaysia 2021 (SPM 2021)
- Pentaksiran Tingkatan 3 (PT3)

### Extracurricular Activities

- President of Nature Lovers Club

## Relevant Coursework

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- Introduction to Information Management
- Fundamentals of Management
- Study Skills
- Organization and Access to Information
- Human Comm for Professionals
- Foundation of Records Management
- Social Media Literacy

## Work Experience

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Alpro Group Head Office & Distribution Centre

Part Timer

- Managed inventory of parts for assembly, ensuring all items were properly accounted for.
- Managed to settle the parcel packaging according to the ordered.
- Managed each item according to the proper place to make it easier for the picker to search items.