



HAZWANI DZUKI

☎ 011-14586483
✉ waniedzuki@gmail.com
📍 Baling, Kedah

EDUCATION

**Bachelor of Information
Science (HONS.) Records
Management**
UiTM Puncak Perdana
2022- current

**Diploma in Information
Management**
UiTM Kedah
2018-2021

EXPERTISE

Document Classification
and Indexing
Records Retention and
Disposal
Data Privacy and
Security
Training and
Development
Disaster Recovery
Planning

ABOUT ME

As an accomplished record management professional with a solid foundation in organizing, classifying, and maintaining accurate records, I bring 5 years of experience in ensuring data integrity and compliance with industry regulations. Proficient in utilizing document management systems and implementing efficient record-keeping processes, I have a proven ability to streamline information retrieval and enhance overall operational efficiency.

WORK EXPERIENCE

○ April 2021 - September 2022
Flextronics Sdn. Bhd | Perai, Penang
Technician

As a dedicated and results-driven technician at Flextronics, I played a crucial role in the assembly and testing of components in a dynamic manufacturing environment. My responsibilities encompassed a range of technical tasks, demonstrating my ability to contribute effectively to the production process.

LANGUAGE

English
Malay

SOFT SKILLS

Emotional
Intelligence
Adaptability
Time Management
Communication

Phone: 011-14586483
Email: waniedzuki@gmail.com