



# RABIATUL ADAVIYAH

INFORMATION MANAGEMENT STUDENT

+60 11334 6518

rabiatuladaviyah3@gmail.com

No. 2-3-11 gugusan dedap, seksyen 11 kota damansara, 47810 ptaling jaya, selangor

## EDUCATION

### Diploma in Information Management

Universiti Teknologi MARA  
2022 - 2025

### SPM

SMK seksyen 10 Kota  
Damansara  
2017 - 2021

## SKILLS

- Administration | EXPERT
- Communication | EXPERT
- Multimedia | EXPERT
- IT | INTERMEDIATE
- Marketing | INTERMEDIATE
- Management | EXPERT
- Writing | EXPERT

## LANGUAGES

- ENGLISH
- MALAY

## ABOUT ME

I am a full time student of Diploma in Information Management that is currently undergoing my 4th Semester. I am a fast learner as each task given can be handled by me accordingly, I can adapt to new environment easily as I have no issues in social cues, I work well under pressure and being in a group or colleagues. While having a CGPA of 3.63, I have knowledge on Administration skills, Management skills, and IT skills as part of my experiences from learning during my Diploma.

## CURRICULAR INVOLVEMENT

SCHOOL LIBRARIAN & SCHOOL COOPERATIVE 2017 - 2021

### SMK seksyen 10 Kota Damansara

During my school years, I was able to gain experiences in learning on how to manage the school's library. The knowledge of organizing library materials, registering new books in database, arranging the files in the library, handling the services that librarians gave to students has been implemented in me. From this experience, I have gained the skills of records organizing and files arrangement and management. I had also experience in learning on how to be a better server by becoming the school's cooperative. The biggest experience that I had gain was on how to treat customers better and enhancing my customer service skills.

EXCO OF ALUMNI AND RELATIONS 2023 - 2024

### UiTM REMBAU, NEGERI SEMBILAN

By completing the duties of alumni and relations, I have improved my skills in communicating and engaging with other people. Becoming the person in charge regarding about alumni and involvement with other associations, I have the ability to understand the project's objectives and well-prepared to answered all the queries. During "Majlis Anugerah Dekan", I have gained the capability to maintained the flow of the program and communicated with performers. Under the program community member of this project, I also have experienced working on team in preparing the documents needed including the preparation a speech and get to strengthen my writing skills.

## REFERENCES

### AMIRAH BINTI HAJI ABU HASSAN

Pensyarah Kanan, UiTM Rembau, Negeri Sembilan

Phone: 019 229 8825

Email : Amirah893@uitm.edu.my