



# SITI SARAH BINTI BADLI

POSITION TO APPLY: INFORMATION MANAGEMENT  
INTERNSHIP

DATE TO START : 5/2/2024 - 29/3/2024

## CONTACT

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NO 4 BLOCK A TKT 4 ,PANSAPURI AMPANG MEWAH,  
JALAN MEWAH 6, 68000 AMPANG, SELANGOR  
Hulu Langat, Selangor, 68000

## CAREER OBJECTIVE

To apply for a job is to demonstrate my knowledge of the industry I work in, to gain experience in that industry's workplace, and to demonstrate my expertise in that industry. It is also to help me find a challenging and responsible position where I can give my all for the company's growth. A proactive person never avoids completing necessary tasks and is dedicated to the assignment.

## LANGUAGE

Malay  
English

## STRENGTH

Creative  
Multitasking  
Independent  
Discipline  
Hardworking

## SKILLS

Powerpoint  
Excel  
Word  
Canva  
Graphic Design  
Video Production

## EDUCATION

Diploma in Information Management  
Universiti Teknologi Mara

Machang, Kelantan  
Expected July 2024

Talaqqi Certificate Al-Quran and  
Tafsir 30 Juzu' Bersanad  
As-Sofa

Ampang, Selangor  
2021

As-Sofa Centre of Excellent Fast  
Track - SPM

Hulu Langat, Selangor  
2020 - 2021

## WORKING EXPERIENCES

- PART- TIME AS BARISTA AT STARBUKCS** 2021 - present  
As a barista , responsible for making quality beverages, generally speciality hot drinks, preparing food orders, working the cash register, and cleaning and stocking the store and also making a goof connection with customers
- PART-TIME SALE PROMOTER AT KD YUAN FOOD AND HEALTH STORE** 2022  
As a sales promoter that work at the health food store). Which is a type of grocery store that primarily sells health foods, organic foods, local produce, and often nutritional supplements.
- PART-TIME AT TWIN MUTIARA HOUSEKEEPING** 2022- 2023  
y responsible is to assuring that all rooms are properly cared for and inspected. Protecting equipment and ensuring that there are no deficiencies.

## CURICULAR ACTIVITIES & ACHIEVEMENT

- Participate in Faculty club as treasurer in Association Information Scientist
- Participate in Co-curricular activities as treasurer in Human Community Service
- Successfully Completed three semesters with CGPA 3.0 and above
- Participated in a lot of programs that led me to have a lot of certificates.

## REFERENCES

**Mrs. Amira Idayu Binti Mohd Shukry**  
Lecturer / Advisor

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