



# MUHAMMAD SHAMIL RIFAI BIN AHMAD NORI

## INFORMATION SYSTEM MANAGEMENT

### CONTACT

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- Location:**  
Shah Alam, Selangor

### SOFT SKILLS

- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

### TECH SKILLS

- Microsoft Office 365 (Word, Excel, PowerPoint, PowerApps, List)
- Programming & Web Development (HTML, CSS, C++, JavaScript, Bootstrap, PHP)
- Data & Analysis (SPSS, MySQL, PhpMyAdmin)
- Digital Content Creation (Canva, CapCut, FlexClip, FlowAi)
- 3D modeling software (Coohom)

### LANGUAGES

- Malay (Native Proficiency)
- English (Professional Working Proficiency)



### PROFILE

Information Management graduate with a solid background in data governance, digital record management, and information systems. Experienced in database handling, documentation control, and IT system development. Demonstrates strong analytical ability, attention to detail, and a commitment to accuracy and confidentiality. Seeking an opportunity to contribute to organizational effectiveness while continuing to develop professionally within a dynamic and fast-paced environment.



### EDUCATION

- |   |             |
|---|-------------|
| Bachelor of Information Science (HONS.)             | 2022 - 2026 |
| Information System Management   UiTM Puncak Perdana |             |
| CGPA: 3.27  |             |
| Diploma of Public Administration                    | 2018 - 2021 |
| Public Administration   UiTM Seremban 3             |             |



### EXPERIENCE

- |  |                      |
|--|----------------------|
| Majlis Amanah Rakyat (MARA)  | SEPT 2025 - FEB 2026 |
| Human Resource Intern – System Services Unit   |                      |
| • Developed two internal system applications (Counseling and Asset Booking) using Microsoft Power Apps with Microsoft Lists backend, streamlining HR workflows and improving data management efficiency. |                      |
| • Built the BSM CARE HR website using HTML, CSS, JavaScript, and Bootstrap (VS Code), centralizing HR resources and digital services while enhancing internal communication.                             |                      |
| HICOM Automotive Manufacturers (Malaysia) Sdn. Bhd., Pekan, Pahang   | JULY 2021 - MAR 2022 |
| • Operated production machinery while ensuring product quality and adherence to manufacturing standards.   |                      |
| • Followed standard operating procedures (SOPs) and workplace safety regulations in a fast-paced production environment.   |                      |
| • Collaborated with team members to meet daily production targets and minimize operational errors.   |                      |
| • Developed strong time management, teamwork, attention to detail, and quality control awareness.  |                      |



### CERTIFICATIONS

- Certificate of Attendance and Participation in Research Data Analysis using SmartPLS Software
- Certificate of Attendance and Participation in Reference Management Software (Mendeley)
- Certificate of Appreciation Community Memory Sharing Documentation – Kampung Budiman (SULAM)
- Certificate of Larian Sinar Harapan
- Certificate of Program Latihan Khidmat Negara (PLKN)