



MUHAMMAD SHAMIL RIFAI BIN AHMAD NORI

INFORMATION SYSTEM MANAGEMENT

CONTACT

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Email Address:

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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

JULY 2021 - MAR 2022

(Malaysia) Sdn. Bhd., Pekan, Pahang

- 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)