



## NUR HIDAYAH SYAZLIYANA BINTI SHAMSURY

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Motivated Information Management student seeking opportunities in IT & Records industry. Passionate about organizing digital systems and eager to apply academic knowledge in a real-world setting.

### EDUCATION

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#### DIPLOMA IN INFORMATION MANAGEMENT

Expected Graduation February 2026

Universiti Teknologi MARA (UiTM), Sungai Petani, Kedah

- **CGPA:** 3.57
- **Relevant Coursework:** Record and Archival Management, Database System, Computer System Operation, Programming for Information Professional, Organization and Access to Information, Metadata Development, Electronic Recordkeeping
- **Honors & Awards:** Made the Dean's List in 3 semesters & Muet Band 4

### TECHNICAL & SOFT SKILLS

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- Microsoft Office: Word, PowerPoint, Excel
- Microsoft Power Platform: Power Apps, Power Automate, SharePoint
- Database Development: XAMPP, MySQL, basic HTML integration
- ERP System: Familiar with SAP Ariba (Procurement and Supplier Management)
- Programming Language: Basic C++
- Communication: Good written and verbal communication (English & Malay)
- Personal Skills: Time management, teamwork

### PROJECTS

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#### Mini Project: Badminton Court booking system

Sept 2024 – Jan 2025

- Build a simple badminton court booking system
- Tools used: OnlineGDB, C++ Language

#### Mini Project: Cafe Operation Database System

Apr 2025 – Jul 2025

- Built a database system to manage cafe operations including customer orders, employee management, customer service, and inventory control.
- Tools used: XAMPP, MySQL, HTML

#### Mini Project: Nature Magazine

Apr 2025 – Jul 2025

- Responsible in editing and producing a nature-theme magazine
- Developed skills in layout design, teamwork and creative content editing.
- Tools used: Canva

#### Develop a System: Click2Comply

Jul 2025 – Sept 2025

- Developed an internal system for PNB to replace manual Excel-based processes with providing a more secure and convenient way to manage supplier risk profile data.
- Integrated automated approval workflows using Power Automate to streamline management review and decision-making.
- Tools used: Microsoft Power Apps, Power Automate, SharePoint

## **INTERNSHIP EXPERIENCE**

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**Permodalan Nasional Berhad (PNB) – Kuala Lumpur**

*Internship Trainee (Procurement Department) | July 2025 – September 2025*

- Assisted suppliers & vendors through SAP Ariba (registration, order confirmation, invoice uploads and issue resolution).
- Developed Click2Comply, a system for the Rework Competition (Innovation initiative) using Microsoft PowerApps, SharePoint and Power Automate in support of the logistics (SLP) team.
- Created an Excel dashboard for the Real Estate team to compare contract vs one-time purchase prices per unit (2024 & 2025).
- Supported the Corporate team with operational tasks including handling samples

## **CERTIFICATES**

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- Information Literacy Program (October 2023)
- Basic of Programming (March 2025)

## **EXTRACURRICULAR ACTIVITIES**

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- Multimedia Committee Member – Informa Club (*January 2024 – January 2025*)
- Program Director – Service-Learning Malaysia: University for Society (SULAM) (*October 2025 – February 2026*)

## **REFERENCE**

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