

SITI AN UMILLAH

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SUMMARY

Diploma in Information Management student at Universiti Teknologi MARA (UiTM), currently in semester 4 with a current CGPA of 3.36. Interested in records management, administrative support, and data entry. Seeking a **two-month** internship placement from **28 July until 19 September** eager to gain practical experience and apply academic knowledge in a professional work environment. Dedicated to continuous learning, adapting quickly, and delivering value to the organization.

EDUCATION

Universiti Teknologi MARA (UiTM)

Segamat, Johor

Diploma in Information Management

Oct 2023-Present

- **Relevant coursework:** Foundations of Records Management, Electronic Recordkeeping Systems, Fundamentals of Record Center Management, Organization and Access to Information and Information Technology Applications in Information Agencies.
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LEADERSHIP EXPERIENCE

Universiti Teknologi MARA (UiTM)

Segamat, Johor

Welfare Executive Committee Member (Sekretariat Rakan Muda)

Oct 2024- Present

- Organized student welfare programs and community outreach activities.
 - Coordinated and executed student-focused programs including welfare drives, community engagement events, and support activities.
 - Played a key role in the planning and execution of a 3 day leadership camp, overseeing participant registration, activity coordination, and safety protocols.
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ADDITIONAL ACADEMIC EXPERIENCE

Universiti Teknologi MARA (UiTM)

Segamat, Johor

Cataloging & Records Workshop Participant (Dewan Sri Temenggung)

April 2025-Present

- Gained hands-on experience in cataloging and metadata using MARC standards
 - Exposed to real-world record management tasks including classification, labelling, and digital entry
 - Applied course knowledge in a practical library environment under professional supervision
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SKILLS

- **Hard Skills:** Microsoft Word, Excel, PowerPoint, Canva, Capcut (Video Editing), Online Cataloging Systems, Social Media Platforms
- **Soft skills:** Leadership, Teamwork, Time management, Communication, Detail-oriented, Problem solving, Flexible mindset
- **Languages:** Malay (Native), English (Good)