

# 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.

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## 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)