

NURUL AFRINA BINTI SALLEHIN

Information Management Intern
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SUMMARY

I am proactive and organized, with a Diploma in Information Management and a strong eagerness to gain real-world experience. With knowledge in managing, organizing, and safeguarding information, I can help improve data accessibility, accuracy, and workflow efficiency—supporting better decision-making and business growth. I have exposure to cataloging, database administration, and basic programming (C++, HTML, JavaScript, CSS, PHP). With strong attention to detail and eagerness to learn, I aim to apply my knowledge to enhance information flow and efficiency while developing into a valuable contributor to the company's success.

EDUCATIONS AND CERTIFICATIONS

DIPLOMA IN INFORMATION MANAGEMENT

Universiti Teknologi MARA (UiTM) Segamat, Johor 2023 -2025

- Cumulative Grade Point : 3.50

SIJIL PELAJARAN MALAYSIA (SPM)

Sekolah Menengah Agama Bandar Tenggara, Kulai, Johor 2019 - 2023

- Result SPM : 4A 2B 2C 1E

WORK EXPERIENCES

INTERN- SALES SUPPORT DEPARTMENT

March 2023 – April 2024

G-Planter Sdn. Bhd

- Assisted in managing customer order process using JotForm by summarizing orders, auto-generating invoices, and detailing item availability and pricing—helping customers confirm offers and proceed with orders more efficiently.
- Performed accurate data entry for 2023 records and maintained systematic filing for easy retrieval.
- Supported database updates and ensured information consistency across departments.
- Helped prepare project reports and summaries for internal review.
- Coordinated with supervisors to check completeness of customer documents and follow up on missing information.
- Assisted in drafting simple communications (order confirmations, internal updates) to ensure smooth workflow.

TASK PLANNER

April – May 2024

Hintuah Sejati Sdn. Bhd.

- Prepared and issued product and service quotations based on customer inquiries.
- Ensured all quotations complied with company policies and customer requirements.
- Monitored and reported quoting activities, including success rates and areas for improvement.
- Achievement: Represented company in Legoland competition.

SALES ASSISTANT

March 2023

Sasaleha Enterprise (Kraftangan Malaysia)

- Provided professional customer service in a high-paced retail environment, assisting customers with purchase decisions.
- Matched customer needs with suitable products, advised on promotions, purchase policies, and new offers.
- Maintained store displays and ensured products were well-stocked, completing tasks 90% faster than peers.

KITCHEN HELPER & WAITERS
Singaporean Chicken Rice

February 2025

- Assisted in preparing kitchen materials to ensure smooth daily operations.
- Served customers, took orders, and ensured customer satisfaction with food service.

MARKETING & SALES ASSISTANT
Aqhirah Style Butik

April 2025

- Handled customer inquiries and provided product recommendations to drive sales.
- Supported purchasing decisions by giving clear product information.
- Assisted in promoting store products through customer engagement.

LEADERSHIP & ACHIEVEMENTS

- **1st Place Winner** – *Legoland Video Competition, G-Planter* (Aug 2025)
- **Facilitator** – *Jelajah Pendidikan/Orientasi Kenegaraan, Karakter & Kerjaya 2025, Yayasan Pelajaran MARA* (June 2025)
- **Programme Leader** – *AADK Tomorrow's Leader: Charismatic & Transformational Leadership* (July 2025)
- **Exco Publication & Information** – *Information Management Society, UiTM Johor* (Apr 2025)
- **Student Representative Council (MPP)** – *UiTM Johor, Kampus Segamat, Sesi 24/25* (Feb 2025)
- **Student Leader** – *Minggu Destini Siswa, UiTM Johor, Kampus Segamat* (Sept 2024)
- **Participant** – *Youth Leadership Program, Sekretariat Rakan Muda & KBS* (July 2024)

SOFT SKILLS

- Effective communicator
- Proactive & organized
- Detail-oriented & problem-solving
- Quick learner & open to new ideas
- Team player & leadership ability
- Time management

SOFTWARE SKILLS

- Microsoft Office (Word, PowerPoint, Excel, Outlook)
- Google Workspace (Docs, Sheets, Slides, Drive)
- Canva
- Basic programming exposure: C++, HTML, JavaScript, CSS, PHP
- Database management and cataloging

REFERENCES

Ms. Nur Fatina Athira Binti A Razak
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