



NUR AMALIA ZAFIRA BINTI MOHD NIZAM

Student

INTERNSHIP INTAKE 28 JULY - 19 SEPTEMBER

PROFILE

INFORMATION MANAGEMENT
Student.

I consider my self a responsible
and orderly person.

I am looking forward to my first
work experience.

CONTACT ME

☎ 011-1000 2525

✉ amaliayaya16@gmail.com

📍 No.22 Jalan Pu5/1a
Taman Puchong
Utama 47100,
Puchong

I am a dedicated Diploma in
Information Management
student at Universiti Teknologi
MARA (UiTM) Segamat, with a
strong interest in data
organization, digital information
systems, and library science.
Through my studies, I have
gained foundational knowledge
in information handling, record
management, and the use of
digital tools to support efficient
information services. I am eager
to apply my skills and expand my
experience through practical
opportunities in the field.

➤ EDUCATION

UNIVERSITI TEKNOLOGI MARA JOHOR
DIPLOMA IN INFORMATION

MANAGEMENT.

FACULTY OF INFORMATION SCIENCE.

2023-ONGOING

SMK PUCHONG UTAMA 1

HIGH SCHOOL

2018-2022

➤ LANGUAGE

Fluent in both Malay and English -
confident in both written and verbal
communication.

➤ COMPUTER SKILLS

Spreadsheet.

Slide presentation.

Word, PowerPoint, and Excel

➤ ADDITIONAL INFORMATION

Technical Skills:

Proficient in Microsoft Office, basic
data management, and digital tools
used in academic and workplace
settings

Interest:

Passionate about information
technology, creative content, and
personal development. Enjoys exploring
new digital tools and organizing
information efficiently.