



NUR AMALIA ZAFIRA BINTI MOHD NIZAM

Student

INTERNSHIP INTAKE 28 JULY - 19 SEPTEMBER

PROFILE

INFORMATION MANAGEMENT
Student.

I consider myself 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.