



# 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.