

# NUR AMALINA AQILAH BINTI MOHD NAZERI

Diploma in information management student | Internship applicant

011-19506726

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## OBJECTIVE

A dedicated and detail-oriented Information Management student seeking an internship placement to enhance my knowledge and skills in records management, data governance, and digital information systems. Committed to contributing effectively to organizational information handling processes while gaining valuable hands-on experience in a structured and professional environment.

## EDUCATIONAL BACKGROUND

### Universiti Teknologi Mara (UiTM)

Okt 2023 - Mac 2026

- Diploma Information Management
- Current CGPA: 3.35

### SMK Dato' Syed Omar

Jun 2018 - Dis 2022

- Malaysian Higher School Certificate (SPM)
- Accounting and Business Stream
- LCCI (London Chamber of Commerce and Industry) certificate
- SPM: 5A

## WORKING EXPERIENCE

### HAJI ISMAIL GROUP (HIG)

May 2023 - Jul 2023

Promoter (Part Time)

- Presented product demos to customer

### Hotel Langkasuka Langkawi

Aug 2024 - Oct 2024

Kitchen Helper (Part time)

- Prepared ingredients and supported meal preparation
- Maintained kitchen cleanliness

### Masmed Kiosk UiTM

Apr 2025 - Jul 2025

Cashier and assistant (part time)

- Managed inventory restocking and assisted in daily operations

## EXTRACURRICULAR INVOLVEMENT

### Volunteer, Library Volunteer Program UiTM Kedah

- Assisted in organizing and managing library records and book arrangements; supported digital cataloging activities.

### Active Member, Information Management Club

- Participated in organizing academic and social programs related to records management, data governance, and student development.

### Multimedia Committee Member

- Design and edited digital content for events, including posters, videos, and social media materials.

### Sports Committee Member

- Organized and managed an explorace program, responsible for coordinating activities, handling logistics, and supporting overall event execution.

## **ADDITIONAL INFORMATION**

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### **Technical Skills**

- Microsoft Office (Word, PowerPoint, Excel)
- Google Workspace (Docs, Sheets, Slides)
- Canva

### **Languages**

- English (Basic)
- Malay (Fluent)

### **Soft skills**

- Time Management
- Attention to detail
- Teamwork & Collaboration
- Organizational Skills

## **REFERENCES**

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NOR KAMARIAH BINTI CHIK | PENSYARAH KANAN UITM CAWANGAN KEDAH KAMPUS SUNGAI PETANI |  
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