

NUR AMALINA AQILAH BINTI MOHD NAZERI

Diploma in information management student | Internship applicant
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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) <ul style="list-style-type: none">Diploma Information ManagementCurrent CGPA: 3.35	Okt 2023 - Mac 2026
SMK Dato' Syed Omar <ul style="list-style-type: none">Malaysian Higher School Certificate (SPM)Accounting and Business StreamLCCI (London Chamber of Commerce and Industry) certificateSPM: 5A	Jun 2018 - Dis 2022

WORKING EXPERIENCE

HAJI ISMAIL GROUP (HIG) Promoter (Part Time) <ul style="list-style-type: none">Presented product demos to customer	May 2023 - Jul 2023
Hotel Langkasuka Langkawi Kitchen Helper (Part time) <ul style="list-style-type: none">Prepared ingredients and supported meal preparationMaintained kitchen cleanliness	Aug 2024 - Oct 2024
Masmed Kiosk UiTM Cashier and assistant (part time) <ul style="list-style-type: none">Managed inventory restocking and assisted in daily operations	Apr 2025 - Jul 2025

EXTRACURRICULUR INVOLVEMENT

Volunteer, Library Volunteer Program UiTM Kedah <ul style="list-style-type: none">Assisted in organizing and managing library records and book arrangements; supported digital cataloging activities.	
Active Member, Information Management Club <ul style="list-style-type: none">Participated in organizing academic and social programs related to records management, data governance, and student development.	
Multimedia Committee Member <ul style="list-style-type: none">Design and edited digital content for events, including posters, videos, and social media materials.	
Sports Committee Member <ul style="list-style-type: none">Organized and managed an explorace program, responsible for coordinating activities, handling logistics, and supporting overall event execution.	

ADDITIONAL INFORMATION

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

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