

Nur Amalina Batrisyia Binti Supaat

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SUMMARY

Diploma in Information Management (UiTM) students seeking an industrial training placement from 28 July to 19 September 2025. Demonstrated strong academic achievement (Dean's List) and knowledge in IT, programming, and records management. Highly motivated to contribute to organizational goals while gaining practical experience.

EDUCATION & PERSONAL DEVELOPMENT

UNIVERSITI TEKNOLOGI MARA

Segamat, Johor

Diploma in Information Management

Expected February 2026

- **Relevant Coursework:** Information skills, Information management, Information and communication technology application, Study skills, Organization and access to information, Information technology application, Computer system operation, Social media literacy, Programming, Records management, Human communication, Reference and bibliometric services, Record center management
- **Award:** Dean's list in part 1, Dean's list in part 2

Sekolah Menengah Kebangsaan Seri Serdang

Serdang, Selangor

Malaysian Certificate of Education (SPM)

February 2022

- Result: 3A 4B 1C

VOLUNTEER & ACADEMIC ACTIVITIES

Kursus Baik Pulih Komputer (SIRI 2)

Segamat, Johor

Workshop

EXPERIENCE

- Creating a system using basic HTML and PHP as part of programming coursework

SKILLS

- **Technical:** Microsoft Office (Word, Excel, Presentation), Canva, Information technology, Programming
- **Language:** Bahasa Malaysia (Native) and English (Professional working proficiency)