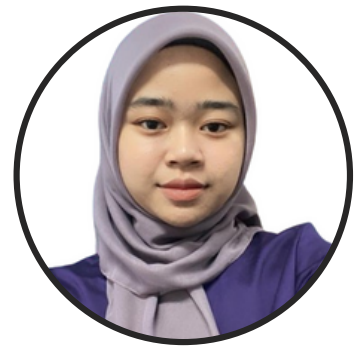


# NUR AMIRA RAIHANA BINTI AZMIR



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Address : No. 26, Jalan Seri Putra 3/B Bandar Seri Putra, Kajang 43000, Selangor

## Objective

To seek a job to gain as much knowledge as possible to improve my interpersonal skills and experience the working environment by contributing my knowledge to the company. A reliable, very hard-working, and well-organized person I love exploring and learning new things. I am enthusiastic about expanding and accelerating my skills and capabilities in various ways.

## Education

**COLLEGE OF COMPUTING, DIPLOMA IN INFORMATICS AND MATHEMATICS  
INFORMATION SCIENCE STUDIES**

Universiti Teknologi MARA (UiTM) Cawangan Rembau | October 2022 - February 2025

**MALAYSIAN CERTIFICATE OF EDUCATION (SPM)**

Sekolah Menengah Kebangsaan Bandar Seri Putra | 2017 - 2021

## Involvement

- Secretary at Club Bahasa Melayu

## Achievements

- Achieved Dean's List recognition for three consecutive semesters.
- Obtained a MUET score of Band 4.

## Technical Skills

- Microsoft Word, Microsoft Excel, Microsoft PowerPoint.
- Proficient in managing records, including data entry, organization, and retrieval using various record management systems
- Ability to conduct efficient online research.
- Fast and accurate typing skills are fundamental for administrative tasks such as drafting emails, preparing documents, and entering data into spreadsheets or databases.
- Proficiency in document editing.

## Soft Skills

- Outstanding proficiency in both written and verbal communication.
- Capable of seamlessly collaborating within a team dynamic while also excelling as an independent contributor.
- Demonstrates punctuality and adept time management skills.
- Proficient in addressing both internal and external challenges with effectiveness and expertise.
- Able to work comfortably in a fast-paced environment.
- Able to follow instructions and responsible for the work assigned.
- Highly adaptable and capable of working autonomously with minimal supervision.
- Open to new ideas and willing to learn new ways of doing things.

## Languages

### Spoken and written

- Bahasa Melayu (Native language)
- English (Intermediate)