






CONTACT

 +011 5960 9424

 annasalwana7981@gmail.com

 No.15, Lorong Bentara 8.
Taman Bertam Perdana 3.
13200, Kepala Batas, Pulau
Pinang

EXPERTISE

- Data Management
- Microsoft Office Suite
- Digital Content Management Systems
- Time Management
- Communication Skills
- Records Management

LANGUAGE

- Malay - Excellent
- English - Fluent

REFERENCES

Sir Sharunizam Shari

Lecturer

Phone : +019 957 9576

Email : shah2shari@gmail.com

ANNA SALWANA

Detail-oriented student with a strong foundation in data organization, digital information systems, and metadata management. **Seeking an 8-week internship from 10 February to 4 April 2025** to gain hands-on experience. Skilled in data analysis, documentation, and information organization, with a commitment to enhancing operational efficiency.

SKILLS

TECHNICAL

1. Data Management

- Proficient in organizing, storing, and managing data to ensure accuracy and accessibility.
- Skilled in maintaining structured databases and applying metadata standards for efficient data retrieval.
- Detail-oriented in data entry, ensuring information is accurately recorded and systematically organized.

2. Record Management

- Experienced in categorizing and indexing records systematically for efficient retrieval and easy reference.
- Adept at maintaining confidentiality and security of sensitive records, adhering to privacy and data protection standards.
- Familiar with digital record management systems and database tools to streamline storage and retrieval functions

3. Data Analysis and Reporting

- Skilled in gathering and processing data from various sources to ensure accuracy and relevance.
- Capable of analyzing data trends to identify insights and support decision-making processes.
- Proficient in visualizing data using charts, graphs, and dashboards to communicate complex information effectively.

OFFICE AND CREATIVE SOFTWARE PROFICIENCY

1. Word - ●●●●○ (Advanced)
2. Excel - ●●●●○ (Intermediate)
3. Powerpoint - ●●●●● (Expert)
4. Canva - ●●●●● (Expert)
5. Capcut - ●●●●● (Expert)

EDUCATION

• Diploma in Information Management

2023 - Present

CGPA : 3.24

Current Semester : Part 3

• SMK Dato' Kailan

2017 - 2021

SPM : 1A 5B+ 1B 2C+