



# ANIS NAJIHA BINTI MADZLAN

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## SUMMARY

Dedicated and motivated diploma student in Information Management, currently pursuing studies at UiTM Segamat. Demonstrates strong leadership in extracurricular activities and practical experience through sales roles. Known for excellent communication, reliability, and teamwork in both academic and work environments. Passionate about applying technical knowledge in real-world applications and contributing positively to team success.

## WORK EXPERIENCE

### Internship Digital Marketing, Super Press Printing

2025

- Performed document handling tasks including data entry, file organization, and digital record updates.
- Supported printing operations by preparing materials and ensuring accurate order processing.
- Assisted customers with inquiries and provided clear communication to ensure smooth service.
- Collaborated with team members to maintain workflow efficiency in a fast-paced environment.

### Saleswoman, Rayas Plaid

2024

- Promoted and sold baju kurung to customers during festive seasons, achieving strong daily sales.
- Built customer rapport through excellent interpersonal skills, assisting with product selection and sizing.
- Maintained a clean and visually appealing display area to attract and retain customer interest.

### Saleswoman, Koperasi SMK Klebang Besar

2023

- Managed the sale of stationery products to students and teachers in a school cooperative setting.
- Provided friendly and efficient customer service, handling cash transactions and stock arrangements.
- Supported daily operations by organizing and restocking inventory, ensuring smooth business flow.

## EDUCATION

### Diploma in Information Management

2023 - Present

Universiti Teknologi MARA (UiTM), Segamat

- Currently pursuing a diploma with a focus on information systems, data organization, and digital resource management.
- Engaged in coursework involving records management, digital archiving, and database development.

### Sijil Peperiksan Malaysia (SPM)

2017-2023

SMK Klebang Besar, Melaka

- Completed secondary education under the Science & Engineering stream, with emphasis on subjects such as Physics, Chemistry, and Additional Mathematics.
- Developed a strong foundation in analytical thinking, technical concepts, and problem-solving relevant to STEM disciplines.

## ADDITIONAL INFORMATION

- Languages:** Fluent in Malay and English — confident in both written and verbal communication.
- Technical Skills:** Proficient in Microsoft Office, basic data management, and digital tools used in academic and workplace settings.
- Strengths:** Highly organized, fast learner, reliable team player, and effective communicator.
- Interests:** Passionate about information technology, creative content, and personal development. Enjoys exploring new digital tools and organizing information efficiently.