



MUHAMMAD NOOR AZHARI BIN SHARIL

INTERNSHIP



Contact



42, JALAN 62/26 TAMAN SRI RAMPAI 53300
KUALA LUMPUR W.PERSEKUTUAN KL



+6018 395 0419



muhammadnoorazharisharil@gmail.com



Skills

- Microsoft Offices skills
- Technical Writing
- Data entry and organizing
- Coding and Programming
- Computer Maintenance
- Database Administration
- Creative Publishing



Additional Skills

- Cinematography
- Video editing
- Social Media management
- Content Creation
- Interpersonal Communication
- Research skills
- Digital marketing
- Cybersecurity Awareness



About Me

Organized and dependable candidate who is skilled at managing multiple priorities while maintaining a positive attitude. Ability to take on additional responsibilities to achieve team goals. Student who focused on improving administrative operations to reduce costs and streamline procedures. Develop ongoing connections with students as well as faculty to boost program success. Motivated leader with excellent communication, organizational, and strategic planning skills.



Education

Diploma In Information Management

2022 - 2025

UNIVERSITI TEKNOLOGI MARA (UiTM)
REMBAU CAMPUS

SIJIL PELAJARAN MALAYSIA (SPM)

2021

SMK SEGAMBUT JAYA



Work Experience

Cendana AHS Enterprise

2022-2023

Event Decorator

- Streamlined inventory management to cut waste and costs.
- Boosted revenue with add-on services like custom arrangements.
- Analyzed events for improvement.
- Coordinated with vendors for on-time, budget-friendly projects.
- Led diverse teams for seamless event planning.

ASSHA GLOBAL RESOURCESCESS

(Wangsa Ceria Catering)

2021-2022

Catering Clerk

- Regularly evaluated catering staff, pinpointing growth opportunities.
- Cut food waste via inventory monitoring and storage methods.
- Mentored junior team for excellent service culture.



Achievements

Information Management

Community (IMCo)

2024-Now

President of Student Community

- Increased student community visibility through the effective use of social media platforms and marketing efforts.
- Coordinated volunteer activities to promote community involvement among Student community members.
- Enhanced member engagement by organizing and hosting regular events, meetings, and workshops.