



BISYRI ADENA

Full Name : Nur Bisyri Adena Binti Mohd Amin
Address: Shah Alam, Selangor
Phone: 011-1640-2022
Email: 2023268752@student.uitm.edu.my / adenaspase@gmail.com

SUMMARY

I am a Diploma in Information Management student from UiTM with skills in record management, administration, and digital information systems. Experienced in handling procurement workflows, updating project documentation, and maintaining accurate records across both physical and digital formats. Proficient in data entry, document organization, and systems such as Project Centre, SharePoint, and e-Procurement. Strong in communication, coordination, and adaptability, with the ability to support efficient operations and effective information handling within organizations.

EDUCATION

Diploma in Information Management | Universiti Teknologi MARA (UiTM) (2023 - Present)

Universiti Teknologi MARA Kampus Rembau (UiTM)

- Current CGP : 3.69 (Dean's List)
- Covers data organization, records management, digital archiving, and information systems.
- Focuses on information security, social media, entrepreneurship, electronic publishing and database management.
- Coursework includes developing digital filing systems, coding programs, data analysis, and records classification schemes.

ADDITIONAL INFORMATION

- **Technical Skills:** Proficient in managing digital and physical records, with experience using Project Centre, e-Procurement, SharePoint, VDRL, and CIDB CIMS. Skilled in handling PR, TR, SRN, petty cash claims, billing forecasts, and e-timesheets. Competent in Microsoft Word, Excel, Google Sheets, and document scanning, as well as preparing reports and coordinating approvals across departments.
- Strong communication skills in Bahasa Malaysia and English, with the ability to work independently and in teams. Detail-oriented, adaptable, and dependable in handling sensitive records and administrative work. Also capable of creating digital content using Canva and PowerPoint.
- **Languages:** Fluent in English and Malay.
- **Activities:** Actively participates in various university events such as "Nuansa Dian Ragenda", "Color Run", "Bicara Tokoh", "Kami Peduli", "Neon Zumba Night" etc, that includes cultural programs, sports activities, leadership talks, and community service initiatives, to gain new experiences, build connections, and contribute to student engagement.

WORK EXPERIENCE

Industrial Trainee | Foxboro (Malaysia) Sdn. Bhd. (July – September 2025)

- Supported the Operations Unit, Customer Service Department (CSD), in assisting engineers and staff with daily operations, including Purchase Requisitions (PR), Travel Requisitions (TR), Shipment Release Notes (SRN), petty cash claims, and billing forecasts.
- Assisted in maintaining project documentation by updating e-timesheets, handling Vendor Document Register List (VDRL) submissions, and coordinating approvals with HR, Finance, SCM, and PMCE.
- Involved in CIDB project registration via CIMS, including data entry of financial and contract details, ensuring compliance and accuracy. Gained exposure to operations management, procurement workflows, and organizational processes through hands-on administrative and technical documentation tasks.

Cafe Assistant | CushyCandy Denai Alam (Ramadan 2023)

- Assisted in large-scale Kuih Raya production for Eid, handling batter preparation, piping, baking, and packing to meet high-demand orders.
- Prepared and assembled bazaar dishes like Maggi Kerabu, baby pancakes, and pavlova, ensuring completion before the deadline.
- Set up and transported supplies to the Ramadan bazaar, including tents, cooking equipment, and food displays.
- Managed food sales, engaged with customers, and maintained cleanliness for a smooth and efficient operation.

COMMUNITY SERVICES

Event Volunteer | MBSA MySave Food @ Bazar Ramadan (Ramadan 2025)

- Assisted in collecting unsold food and beverages from bazaar vendors to minimize waste and support those in need.
- Helped with sorting, weighing, and repackaging food into appropriate containers for redistribution.
- Contributed to organizing and distributing meals to nearby mosques, suraus, apartments, and underprivileged communities after iftar.

Event Volunteer | WQ Park Kuantan (19th August 2023)

- Assisted in coordinating a "Light Up The Town Run, Kuantan 2023" featuring Pahang Royals and disabled participants, ensuring an inclusive experience.
- Provided guidance, managed logistics, and supported runners throughout the event.
- Helped with registration, hydration stations, and crowd control to ensure smooth operations.