



Ayu Batrisya binti Alfazil

No Phone: +60 102710450

Email: ayubatrisya0040@gmail.com

G-3-13 Siantan Apartment Taman Putra Perdana, Sepang,
47130, Selangor

ABOUT ME

A motivated SPM school-leaver with strong academic performance in Bahasa Melayu and English, currently pursuing a Diploma in Science Management. **Independent, well-organized, and equipped with strong interpersonal skills.** Eager to learn new things and committed to personal and professional growth. Ready to take on tasks and responsibilities as a dedicated and reliable new employee.

SKILLS

TECHNICAL SKILLS

- Proficient in Microsoft Office (Word, Powerpoint) for document
- Skilled in Canva for graphic and visual content editing

SOFT SKILLS

- Strong teamwork
- Excellent time management skills

ACHIEVEMENTS & INVOLVEMENTS

- Participated with peers during WBW 2.0 (UiTM x K.J Somaiya College, India)

LANGUAGES

MALAY

- Native

ENGLISH

- Fluent (spoken and written)

WORK EXPERIENCE

PART-TIMER, MIDLAND GRILLS (2 months) Feb-March 2025

- Handled customer orders and inquiries professionally, improving customer service experience
- Learned to multitask under pressure during peak hours
- Developed time management skills by balancing part-time work with studies

EDUCATION & CERTIFICATION

Sijil Pelajaran Malaysia (SPM 2022)

GRADE: 3B+, 1B, 3C+

Pre-diploma in Business and Management (2023)

- CGPA: 3.38

Diploma in Library Informatics (2024 - Present)

- CGPA: 3.21
- Dean's List Award, Semester 3 2025