MUHAMMAD DANIEL HAQIM BIN ABDUL RASHID

DIPLOMA IN INFORMATION MANAGEMENT

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PERSONAL DETAILS

FULL NAME: MUHAMMAD DANIEL HAQIM BIN ABDUL RASHID
DATE OF BIRTH: 16 JUNE 2005
ADDRESS: 4B-04-03 PPA1M LARAI, JALAN KAJANGAN P6, PRESINT 6, 62200 PUTRAJAYA

SUMMARY

A second-year Diploma in Information Management student at Universiti Teknologi MARA (UiTM) Cawangan Johor, Kampus Segamat, currently seeking an industrial training opportunity starting 28 July 2025. Eager to gain hands-on experience in the IT field, especially in areas such as database management, cataloguing, metadata development, and digital information systems. Possesses strong communication, analytical, and problem-solving skills, with a commitment to contributing positively to the organization's objectives.

EDUCATION

UNIVERSITI TEKNOLOGI MARA (UITM)
CAWANGAN JOHOR , KAMPUS SEGAMAT
DIPLOMA IN INFORMATION MANAGEMENT
CGPA: 3.33
DEAN'S LIST: RECOGNIZED FOR ACADEMIC EXCELLENCE FOR SEMESTER 1
SEKOLAH MENENGAH KEBANGSAAN PUTRAJAYA PRESINT 16 (1)
SIJIL PELAJARAN MALAYSIA (SPM): 5A'S IN SPM

ACTIVITIES AND EXPERIENCES

CO-CURICULUM ACTIVITIES
- PENGAWAS ASET (ASSET PREFECT)
- REPRESENT SCHOOL (MSSWP) IN HANDBALL, VOLLEYBALL

WORKING EXPERIENCE
- **RICHIAMO COFFEE PUTRAJAYA**
- TOOK CUSTOMER ORDERS AND ENSURED ACCURACY IN PREPARING BEVERAGES AND FOOD
- OPERATED THE CASHIER SYSTEM AND HANDLED DAILY SALES TRANSACTIONS WITH PRECISION
- MANAGED INVENTORY AND RESTOCKED SUPPLIES TO SUPPORT SMOOTH DAILY OPERATIONS
- MAINTAINED CLEANLINESS AND ORGANIZATION OF WORKSTATIONS AND DINING AREAS
- PROVIDED FRIENDLY, EFFICIENT CUSTOMER SERVICE IN A FAST-PACED ENVIRONMENT
- WORKED EFFECTIVELY AS PART OF A TEAM, WITH STRONG COMMUNICATION AND TIME MANAGEMENT

PERSONAL SKILL

TECHNICAL SKILLS:
- MICROSOFT WORD (INTERMEDIATE)
- MICROSOFT EXCEL (INTERMEDIATE)
- MICROSOFT POWERPOINT (INTERMEDIATE)
- CANVA (INTERMEDIATE)
- EDITING SKILLS (INTERMEDIATE)
- SQL,C++ (INTERMEDIATE)

SOFT SKILLS:
- STRONG WRITTEN AND VERBAL COMMUNICATION
- TIME MANAGEMENT AND MULTITASKING
- TEAM COLLABORATION AND ADAPTABILITY
- CRITICAL THINKING AND ANALYTICAL PROBLEM-SOLVING

LANGUAGES

- **ENGLISH** (FLUENT)
- **MALAY** (FLUENT)

RELEVANT COURSEWORK

INTRODUCTION TO INFORMATION SKILLS

INTRODUCTION TO INFORMATION MANAGEMENT

INFORMATION AND COMMUNICATION TECHNOLOGY APPLICATION

ORGANIZATION AND ACCESS TO INFORMATION

FOUNDATION OF RECORDS MANAGEMENT

INFORMATION TECHNOLOGY APPLICATION IN INFORMATION AGENCIES

COMPUTER SYSTEM OPERATION

SOCIAL MEDIA LITERACY

HUMAN COMM FOR INFO PROFESSIONALS

FUNDAMENTALS OF RECORDS CENTER MANAGEMENT

PROGRAMMING FOR INFORMATION PROFESSIONAL

METADATA DEVELOPMENT IN INFORMATION ENVIRONMENT

INTRODUCTION TO CATALOGING DATABASE FOR BUSINESS INFORMATION PROFESSIONALS

INTRODUCTION TO ELECTRONIC RECORDKEEPING

ELECTRONIC PUBLISHING

INTRODUCTION TO REFERENCE AND BIBLIOMETRIC SERVICES IN INFORMATION AGENCIES