



DHIYAA DAMIA BINTI MOHD OMAR ERWANI

Address: Sungai Buloh, Selangor
Phone: 013-5121692
Email: ddhiyaadamia@gmail.com

SUMMARY

A final-year Diploma student in Information Management at Universiti Teknologi MARA (UiTM) Segamat, Johor. Currently live in Sungai Buloh, Selangor. I am eager to gain hands-on experience and broaden my knowledge through an internship where I can develop practical skills, contribute to my own professional growth and strengthen my work ethic.

I am looking for a preferable position as a Data Intern, as I am majoring in big data track. I believe by working with well-established and successful companies able to offer a lot of career knowledge and life experience.

KEY COMPETENCIES

- Data Entry & Recordkeeping
- Data Management & Filing Systems
- Basic HR Principles
- Document Management
- MS Office (Word, PowerPoint)
- Information Retrieval Systems
- Email & Phone Etiquette
- Canva & other basic design tools

WORK EXPERIENCE

Sales Assistant (Part Time) Jewelry Booth Stall	Aug 2024 - Oct 2024
<ul style="list-style-type: none">• Assisted customers in selecting and purchasing jewelry products• Gained experience in sales, teamwork and time management• Handled cash and digital payments accurately	

EDUCATION

Universiti Teknologi Mara (UiTM), Segamat	October 2023 - Present
Diploma in Information Management Current CGPA: 3.73	

SMK Bukit Rahman Putra	2018 - 2022
Obtain 6As for SPM 2022 (Bahasa Melayu, English, Mathematics, Prinsip Perakaunan, Sejarah, Pendidikan Islam)	

ADDITIONAL INFORMATION

- **Languages:** Fluent in English & Malay
- **Certifications:** Computer Maintenance Workshop, Dean's List Semester 1 - Current Semester
- **Awards/Activities:** Actively participated in Student Leadership Council – Selected Member, Member of Information Management Club, Student Mentor among coursemates, Best Project & Presentation for Business Company Proposal.