



# DHIYAA DAMIA BINTI MOHD OMAR ERWANI

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## 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**

- 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.