



**NUR DIYANAH NABILA
BINTI AHMAD HIZAM**

Personal details

Age: 20
Date of birth: 31st January 2004
Race: Malay
Religion: Islam

Contact

Address:
Puchong, Selangor

Phone number:
019-6414105

Email:
nurdiyanahnabila@gmail.com

Language Proficiency

English (Excellent)
Malay (Excellent)
Arabic (Basic)

Reference

AMIRAH BINTI HAJI ABU
HASSAN
Pensyarah Kanan, UiTM Rembau,
Negeri Sembilan.
Phone: 019 229 8825
Email: Amirah893@uitm.edu.my

ABOUT ME

I am an university student currently in the second year of my Information Management Diploma. I consider myself to be a responsible and tidy person. I am looking forward to my first work experience in a new environment.

ACADEMIC QUALIFICATION

UNIVERSITI TEKNOLOGI MARA, SHAH ALAM (2022 – 2024)
Diploma in Information Management
Current CGPA: 3.56

SEKOLAH MENENGAH KEBANGSAAN SEKSYEN 18 SHAH ALAM (2017 – 2021)
Sijil Pelajaran Malaysia: 6A

AWARDS

DEAN LIST AWARD

Universiti Teknologi MARA (UiTM)
Sem 1 and Sem 3

PROFESSIONAL SKILLS

- Communication
- Time management
- Social media (TikTok, Instagram, X, etc.)
- Microsoft Office (Word, PowerPoint, Excel, etc.)
- Teamwork
- Proficient in Canva

PERSONAL STRENGTH

- Good Communication skills
- Organized and meticulous
- Responsive
- Creative