



Aisyah Maisarah binti Seliman



Internship Programme

8 weeks period; 21 July - 1 Sept

I am now pursuing a Diploma in Information Management. I am looking for an internship that allow me to obtain real-world experience and develop useful skills for the job of my specialized major before or after graduation. . I am a passionate person with quick typing skills and the ability to input and handle data.



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Ks8/7/1 Kampung Padang Lalang
84900, Tangkak, Johor

SKILLS

Microsoft Word	* * * * *
Communication	* * * * *
CopyWriting	* * * *
Microsoft Excel	* * * *

LANGUAGE

Malay	* * * * *
English	* * * * *

ACHIEVEMENT

- **Diploma**

Dean List for Semester 1,3,4

EDUCATION

- * 2017 - 2022
Smk Tun Mamat
Spm : 6A
- * 2022 - Current
UiTM Johor Kampus Seamat
Diploman in Information Management
CGPA : 3.70

DIPLOMA SYLLABUS

- Foundation of Records Management
- Information and Communication Technology Application
- Computer System Operation
- Human Communication for Information professionals
- Programming
- Database for Business Information
- Electronic Publishing
- Metadata Development in Information Environment