



NUR FARISYA HANA BINTI ABDILLAH

Information Management

About Me

I am 20 years old and currently full timer student at Universiti Teknologi Mara and a part timer at a convenience store. I am very hardworking and well behave person and have desire in learning a new things.

Contact

LOT 4507,LORONG 3C,SUMBER ALAM SANCTUARY
JALAN SULTAN TENGAH PETRA JAYA,9350,
KUCHING, SARAWAK

016-6230828

farisyahana29@gmail.com

Skills

Make Waffle



Registering items



Records's description



Cataloguing and processing



Proficient using excel



Well Communication level



Education

Diploma In Information Management (University Teknologi
Mara Kota Samarahan 1 Sarawak)

October 2022 - current semester

Smk Petra Jaya, Kuching

January 2017 - February 2021
SPM - 2A, 4B, 1C

Sk (A) Datuk Haji Abdul Kadir Hasan

2011 - 2016



Work Experience

Work at a convenience store as a
cashier and waffle maker

2022-2024

- Register supplier item rapidly
- Can communicate with the supplier professionally without problem

Intern at State Record Repository
of Sarawak

22 July 2024 - 13 September 2024

- Increase cataloguing and processing materials or record skills
- Improved communication skills
- Able to do description of document



Languages

- Malaysia
- English
- Indonesia



Reference

Academic Advisor

Abdul Ismail Haji Mohd Jawi

012-8813474