



**NO 106, JALAN AKED 2/3, TAMAN
AKED, 06000 JITRA, KEDAH**

019-4794246 (H/P)

e-mail : puterinuriffah15@gmail.com

OBJECTIVE

A fresh graduate of Information Technology who is passionate in pursuing career in any field in a good organization to ensure that organization work efficiently with my skill.

PROFILE

Identity Card (IC) : 970915016308
Date of Birth : 15 September 1997
Place of Births : Segamat, Johor

HOBBIES

- Photography
- Picture Editing

SKILLS

Technical Skill

Microsoft Word
Microsoft Excel
Microsoft Power Point
Microsoft Excess
PHP, HTML, Javascript
Adobe Photoshop
Canva
Editing Video
Photographer

Language Skill

Malay
English

Individual Skill

Teamwork

PUTERI NURIFFAH BINTI MEGAT MAWARDI

EDUCATION

The National University of Malaysia

2016 - 2020

- Bachelor of Information Technology with Honor
- Field of Study: Informatic Industry
- Awarded: Supervisor Recognition 2019 (SURE)
- CGPA : 3.39

Matriculation College Kedah

2015 - 2016

- Module Science
- CGPA : 2.91

SMK Batu 5

2012 - 2014

- SPM: 6A
- Awarded: Pelajar Cemerlang SPM 2014

WORK EXPERIENCE

Politkenik Sultan Abdul Halim Mu'adzam Shah, System Developer (Internship)

Unit Sistem dan Teknologi Maklumat

August 2019 - December 2019 (5 months)

- Worked under the direct supervision of Information Technology Officer to developed web-based system for 5 months.
- Developed web-based system by using PHP and MySQL.
- Designed and developed user-friendly system by using Bootstrap.
- Performed maintenance and enhancement for existing system.
- Install Linux Centos7 on computer in lab for POLIMAS facilities.

Mautapau Malaysia (Admin Marketing)

97, Jalan TS 3/5, Taman Suria, 06000 Jitra, Kedah

17th November 2021 - 1 December 2021 (2 weeks)

- Responsible for the company social media in promoting Unnie Mart Korean Street Food Shop.
- Involved in photo editing for business purpose.
- Monitor the Mautapau system in term of order entry.
- Work as customer service such as assisting customers through their order if have any problem with their orders.
- Responsible to make report for Mautapau daily sale.
- Responsible for executing opening kitchen maintenance checklist prior to starting cooking operation each day.
- Responsible for maintaining, organizing, and cleaning kitchen before and after cooking.

Mautapau Malaysia (Partime Designer)

97, Jalan TS 3/5, Taman Suria, 06000 Jitra, Kedah

10th December 2021 - now

- Responsible for Unnie Mart design such as social media post, banner, sticker label and video.
- Use canva for design.

REFERENCES

En. Mohd Izaq Firdauz b. Mohd Zubir
Head of Department MIS (IT Executive)
THB Maintenance Sdn. Bhd.

- Email : izaq@thbm.com.my
- Contact: +6 019-9943327

Puan Natasha Niza Binti Najib
Pegawai Teknologi Maklumat
Unit Sistem dan Teknologi Maklumat
(POLIMAS))

- Email : natasha@polimas.edu.my
- Contact: +6 013-449 9230

THB Infra Sdn Bhd (Protégé Assistant IT Executive)

No.202-A, Jalan PSK 5, Pekan Simpang Kuala, 05400 Alor Setar, Kedah

2nd January 2022 – 31st August 2022 (8 months)

- Developed THB Infra Sdn Bhd website "www.thbinfra.com.my".
- Developed website by using PHP and MySQL.
- Designed and developed user-friendly website by using Bootstrap.
- Perform preventive maintenance of IT assets.
- Actively in media for company event.
- Developed Vehicle Booking System.

ACTIVITIES INVOLVEMENT

2018 Director of "Pertandingan Mencipta Mencipta Iklan Poster"

Faculty Science Information Technology, The National University of Malaysia
(FTSM/UKM)

- Able to managed and monitor every movement of committee members.
- Able to assign and divided the work to the committee members to ensure the preparations runs smoothly.
- Able to get participants outside UKM such as TATI University College because of the good publicity planning.
- Managed to get a sponsor which was Flowereka Florist MY and made the owner of Flowereka Florist MY as a judge of the competition.

2017 Treasurer Of "Jalinan Kasih"

Faculty Science Information Technology, The National University of Malaysia
(FTSM/UKM)

- Able to managed the program financially well.
- Managed to get RM3000 from the sales of used goods in the right market and donated money by a lot of people to give to the Pusat Jagaan Baitus Sakinah Wal Mahabbah.
- Able to improve my teamwork, communication and social skill at Pusat Jagaan Baitus Sakinah Wal Mahabbah while do sports activities with the childrens.

2017 Marketing of Windorchestra

Kolej Pendeta Zaba, The National University of Malaysia (KPZ/UKM)

- Managed to get the sponsor of music instrument.
- I learned how to approach the company to get the sponsor.
- Learned how to work in a team to get the sponsor.
- Able to improve my communication skill while approaching the companies.