

ZULAIKHA JAN

INFORMATION MANAGEMENT STUDENT

📍 Hulu Langat , Selangor

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STATEMENT SUMMARY

As an enthusiastic and ambitious student, I am keen on securing an internship opportunity to apply my academic abilities in a practical setting. With a focused education in Diploma in Information Management, I have learned essential skills that I can offer to your company. Known for my dedication to work, ability to adapt, and willingness to take on new challenges, I am eager to make use of this opportunity to learn and grow professionally while making valuable contributions to the team.

EDUCATION

Diploma in Information Management
Universiti Teknologi Mara (UiTM)
October 2023 - Present

Latest CGPA : 3.39

SKILLS

- Basic computer literacy skills
- Organizational skills
- Strategic planning and scheduling skills
- Time-management skills
- Social Media Analytics Tools skills
- Editing Skills
- Excellent in Microsoft Office
- Excellent in using Canva
- Fluency language (Malay and English)

WORK EXPERIENCE

Langek Milk Coffee

Part-time Content Creator | July 2022 - September 2022

- Creating various types of content such as social media posts
- Managing the cafe social media accounts involves creating content calendars, scheduling posts, engaging with followers, and analyzing performance metrics
- Interacting with customers in the cafe into their preferences and feedback

CS Brothers

Part Time Cashier | October 2022 - May 2023

- Managing cash transactions, processing payments, and handling various payment methods
 - Operating POS terminals
 - Dealing with issues such as pricing discrepancies, product returns, or customer complaints
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