

# INTAN AINNURARFAH ISMAIL

## ABOUT ME

A detail-oriented student from Universiti Teknologi MARA (UiTM) pursuing a Diploma in Information Management, currently holding a CGPA of 3.5. I have a solid foundation in data organization, information retrieval, and records management, with a strong grasp of strategic information systems. I am proficient in understanding theory, quantitative analysis, and the principles of strategic information management. As a reliable team player with a strong work ethic, I excel under pressure and am always eager to learn. Seeking placement opportunities between internships, with availability from 10th February to 4th April 2025.

## CONTACT



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Semenyih, Selangor

## EDUCATION

### Universiti Teknologi Mara

College of Computing, Informatic,  
and Mathematics , Information  
Science Studies

Diploma of Information Management  
Rembau, Negeri Sembilan  
March 2023 - Present

CGPA: 3.5 | Dean's list award for  
semester 1 and 3

### Malaysian Certificate of Education (SPM)

SMK Bandar Damai Perdana  
(2015 - 2018)

SMK Bandar Tasik Kesuma  
(2019)

## LANGUAGE

English  | Proficiency

Malay  | Native

## REFERENCE

Puan Amirah Binti Haji Abu Hassan  
Senior Lecturer of Faculty of Information  
Management  
Industrial Training Coordinator for  
IM110  
+60 19-2298825  
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## EXPERIENCE

### Supervisor

Miva Fastmart | Dec 2019 - Jun 2020

- Managed daily operations, including inventory control, staff scheduling, and customer service.
- Monitored sales performance, identified trends, and implemented strategies to increase sales.
- Successfully achieved a sales target of RM10,000 in a single day under my own plan and control

## ACHIEVEMENT & LEADERSHIP

### Peer Counseling Event, UiTM | 2024

- Led a team to conduct Chill& Chat programmed for Smartphone Addiction Awareness among Gen Z.

### Leader, Resources Center Prefects | 2018

- Led a team of prefects in SMK Bandar Damai in managing the school's resource center, ensuring smooth daily operations.
- Organized and coordinated activities to encourage the use of the library and literacy among students.

## SOFT SKILLS & TECHNICAL SKILLS

- Able to communicate effectively with others , active listening skills.
- Openness to new tools and technologies.
- The ability to make a judgement and think through the situation to find the best solution.
- Able to lead a team and work well in a team.
- **Microsoft Office** : Excellent in PowerPoint, Words, and Excel. Intermediate in Canva, Video Editing,
- **Programming** : Good knowledge of IT programming, with experience in C++ and JavaScript