

NOR FARIHIN SYAMIZA BINTI AMIR SHAM



PROFILE

Nationality : Malaysian
Religion : Islam
Date of Birth : 14th October 1991
Marital Status : Single
Age : 26
Health : Excellent.

SKILLS

Leadership
Communication
Teamwork
Management Skills

EDUCATION

UNIVERSITI TEKNOLOGI MARA PUNCAK
PERDANA, SHAH ALAM
**BACHELOR OF INFORMATION SCIENCE
(HONS.) RECORD MANAGEMENT**
CGPA : 3.13
YEAR : 2014-2017

**DIPLOMA IN INFORMATION
MANAGEMENT (2011-2014)**
CGPA : 3.51
MUET : Band 2
YEAR : 2011-2014

CORE QUALIFICATIONS

- Able to use Microsoft office especially in Microsoft Word, Microsoft Excel and Power Point.
- Experienced using Adobe Photoshop, Power Director and Macromedia Dreamweaver software.
- Communicate in Malay and basic English
- Able to work in a team whether as a leader or as a follower.
- Able to work under pressure and meet tight datelines.

WORK EXPERIENCE

Institut Teknologi ANS, Alor Setar | Aug - Dec 2006

- Responsible for managing record students
- Create fresh environment and follow the standard of record keeping.
- Deal with student's parent

NadzifGaya Cyber Café | 2010 - 2011

- Assisted in using computer
- Cashier at cafe
- Do admin works