



## Maryam binti Mohd Ghazali

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Kampung Sungai Badak,  
Jalan Benta, 27000 Jerantut,  
Pahang Darul Makmur.  
Phone Number: 010-9092388  
Email: maryam.mghazali93@gmail.com

### Personal Information

Age: 24 years  
Nationality: Malaysian  
Marital Status: Single

IC Number: 930720-06-5568  
Gender: Female

### Objectives

I have complete my study in Bachelor Degree of Information Science (Hons) Information System Management, major in Information System Management and minor in Records Management that hope to obtain full time position to develop my skills and idea in organization.

### Education Background

2011 - 2017: Universiti Teknologi Mara (UiTM) Machang, Kelantan.  
Bachelor Degree of Information Science (Hons) Information System Management.  
CGPA :3.19  
Diploma in Information Management  
CGPA: 3.16

2009 - 2010: (Form 4-5) SMK Inderapura  
SPM: 3A, 1B, 3C

2006 - 2008: (Form 1-3) SMK Padang Saujana  
PMR: 4A, 3B, 2C

### Curriculum Activities

Program	Responsibilities	Date
Professional Talk Information System	Participant	27 May 2015
User training: Microsoft Word Tips and Tricks	Facilitator	17 June 2015
Cyber Safety Awareness & IS/IT Exposure Program	Facilitator	8 May 2016
Program Student System Innovation & Web Design Competition	Participant	16 June 2016

### Additional Information

Licenses	D class
Preferred Location	All n Malaysia pennisular
Expected salary	MYR 1500-2500

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## **Skills**

### **Language**

Able to speak and write both in Malay and English

### **Computer skills**

- Good in Microsoft Office and other software such as Adobe Photoshop, Indesign, and Macromedia Director Mx.
- Good in using video editing software like Wondershare and Movie maker.
- Able to develop system (PHP and CSS) using WampServer and XamppServer.
- Skills in web development using notepad++ (HTML) and Joomla! Application 3.6 and above (CMS).
- Basic knowledge in networking, PC maintenance, programming (C++) and database.

### **Other skills**

- Good at managing and retrieving information skills.
- Knowledge in records management.
- Knowledge in library management .

## **Working Experiences**

Experiences	Job Description
Internship  Advanced Technology Training Centre (Library and Multimedia Department).  August-December 2016	<ul style="list-style-type: none"><li>• Assigned to develop two (2) system which are ADTEC Jerantut Alumni system and ePermohonan (Application for applicants) and develop ADTEC Jerantut's Portal .</li><li>• Assists the Library and Multimedia on manage the ICT facilities.</li><li>• Responsible to develop promotional and activities materials such as banner, poster, backdrop, flyers and also assigned to develop multimedia materials such as video</li><li>• Assists the Library and Multimedia department for library activities such as manage the acquisition of library materials, copy cataloguing, and others library management.</li></ul>

## **References**

Madam Izzatil Husna binti Arshad  
Lecturer of Information Management Faculty,  
UiTM Kelantan branches.  
Phone Number: 019-6976693  
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