



SITI NAI'MAH NASUHA BINTI IBRAHIM

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EDUCATION

2013-2017	Universiti Teknologi MARA, (UiTM) - Puncak Perdana Bachelor of Information Studies (Hons.) Information System Management. CGPA: 3.22
2011-2012	SMK Panglima Bukit Gantang, Parit Buntar, Perak Sijil Tinggi Persekolahan Malaysia (STPM) 4A, 1B
2006-2010	SMK Seri Perak, Parit Buntar, Perak Sijil Pelajaran Malaysia (Pure Science) 4A, 2B, 2C, 2D

SKILLS

Language Skills

i. Malay

Speaking: Advance
Written: Advance

ii. English

Speaking: Intermediate
Written: Intermediate

Computer Skills

i. Microsoft Office (Word, Power Point, Excel, Access)

Advance

ii. Adobe (Photoshop, Illustrator)

Intermediate

iii. Programming Languages (PHP, HTML)

Intermediate

WORK EXPERIENCES

May'17 - Dec'17	Employee at SMK Sungai Nibong (SLIM Programme) As Learning Support Specialist. Work on Virtual Learning Support Project (VLSP) Create modules and provide materials in VLE system for teachers to use during classess. Contribute skills and knowlege in a co-facilitated workshop for VLE Frog.
Aug'16 - Jan'17	Internship at Asian Aviation Centre of Excellence Sdn Bhd (5 months) Assisted Planner for filling and documentation work. Gained filling management and clerical skills.
Feb'12 - Aug'13	Worked as salesgirl and cashier in a boutique (7 months). Provided multitasking skills.

EXTRA-CURRICULAR ACTIVITIES

- i. Graduates Employment Programme (2017)
- ii. Committee Member of VCLE-Intrustional Module (V-IM) Course (2017)
- iii. Trainer for VCLE-Intrustional Module (V-IM) Course (2017)
- iv. Participated in Forum 2 Information System Professional : Issues and challenges (2016)
- v. Bureau Programme and Exhibition for National Seminar on Information Security & Ethics (2016)
- vi. Bureau Programme for Forum Pengurusan Sistem Maklumat: Isu dan Cabaran Masa Kini (2016)
- vii. Participated in Forum Pengurusan Sistem Maklumat: Isu dan Cabaran Masa Kini (2016)
- viii. Committee Member for Youthfiesta 2016: Kembara Literasi (2016)
- ix. Participated in Advanced Web Programming Workshop (2016)
- x. Participated in Adobe Illustrator Workshop (2015)
- xi. Participated in Programme Alpha Reading (2015)
- xii. Fasilitator for IS User Training: Photoshop (2015)
- xiii. Participated in Projek Seminar Pendidikan Kebangsaan (Prospek 2010)
- xiv. Participated in Skuad Jelajah Motivasi 1 Malaysia GPMS - Score A (2010)
- xv. Secretary of Kelab Pengguna dan Koperasi (2009-2010)
- xvi. Participated in Khemah Kerja Pengguna Remaja Rakan Muda (2009)
- xvii. Participated in Kursus Pengurusan Kelab & Persatuan (2009)

PERSONAL QUALITES

- i. Self-motivated - work independently with less supervission
- ii. Willing to learn and enjoy learning new things
- iii. Effective communicator - experienced as fasilitator during studies and previous work.

REFERENCE

i. Lecturer UiTM Puncak Perdana

Dr. Mohd Ridwan Seman

Position: Senior Lecturer

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Universiti Teknologi MARA (UiTM)
Campus Puncak Perdana, Selangor.

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ii. Lecturer UiTM Puncak Perdana

Ahmad Soufiean Bin Othman

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