



Maryam binti Mohd Ghazali

LOT 695 ,
Kampung Sungai Badak,
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Pahang Darul Makmur.
Phone Number: 010-9092388
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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 in Malaysia Peninsular
Expected salary	MYR 1500-2500

Maryam binti Mohd Ghazali

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
Taska Samiza (January–October 2011) Position: Nursery Assistant	<ul style="list-style-type: none">• Manage and educates kids age 6 and below.
Tadika Sinaran Jaya (March - August 2014) Position: Kindergarten Assistant	<ul style="list-style-type: none">• Assist teachers, manage about the student's registration and manage kids from 4-6 years.
Advanced Technology Training Centre (Internship). (August-December 2016)	<ul style="list-style-type: none">• Assigned to develop two (2) system which are ADTEC Jerantut Alumni system and ePermohonan (Application for applicants) and develop ADTEC Jerantut's Portal .• Responsible to develop promotional and activities materials such as banner, poster, backdrop, flyers and also assigned to develop multimedia materials such as video.

References

Madam Izzatil Husna binti Arshad
Lecturer of Information Management Faculty,
UiTM Kelantan branches.
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