

# NORSYAMIRAH BINTI IBRAHIM



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No 3, Jalan Presint 14 e ½,  
Presint 14, Putrajaya.



31 Dec 1992

## Profile



To obtain a position in an environment that offers a greater challenge, ability to work well with people to propel the organization achieving its goals and objectives.

## Skills

### MICROSOFT OFFICE SUITE



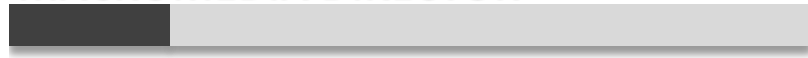
### ADOBE PHOTOSHOP



### X-MIND



### MACROMEDIA DIRECTOR



### HTML /CSS/PHP



## References

### ASSISTANT MANAGER

- Elmiza Abd Razak
- ICT Department UEM Sunrise, Nusajaya Center
- 019-3384994
- [elmiza.razak@uemsunrise.uemnet.com](mailto:elmiza.razak@uemsunrise.uemnet.com)

### LECTURER

- Izzatil Husna Binti Arshad
- Faculty of Information Management  
UiTM Kelantan.
- 019-6976693
- [izzatil.husna.arshad@gmail.com](mailto:izzatil.husna.arshad@gmail.com)

## + Experience

### RECEPTIONIST | KULAI DNY TEXTILE

2016

Taking an office or administrative support position. Welcomes visitors by greeting them, in person or on the telephone and answering or referring inquiries. Usually performed in front office desk of an organization to complete various administrative tasks.

### INDUSTRIAL TRAINING | NUSAJAYA UEM SUNRISE BERHAD

2015

Involved with 2 projects in system documentation, User Acceptance Test (UAT), user training, system helpdesk under application development unit in ICT department and also actively participate in company's CSR programme.

### SALESWOMAN | PONTIAN SDS BAKERY AND CAFE

2012

Involves in selling products in a shop and also supply services to customers.

## + Education

### BACHELOR'S DEGREE | INFORMATION MANAGEMENT Major : Information System Management Minor : Records Management UNIVERSITI TEKNOLOGI MARA, KELANTAN

2012-2015  
CGPA : 3.19

### STPM | SOCIAL SCIENCE SMK DATO'MOHD YUNOS SULAIMAN

2010-2011  
CGPA : 3.08

### SPM | SOCIAL SCIENCE SMK DATO'MOHD YUNOS SULAIMAN

2008-2009

### SIJIL DARJAH KHAS AGAMA | DARJAH KHAS SEKOLAH AGAMA PEKAN NENAS, PONTIAN

2005

## + Extra Curricular Activities

### ENTREPRENEURSHIP BUREAU SOCIETY OF INFORMATION SYSTEM MANAGEMENT ASSOCIATION (SISMA)

2014-2015

### BUREAU SOCIETY OF ART AND CREATIVE

2010-2011

### LIBRARIAN SCHOOL RESOURCE CENTER

2010-2011