



NURSYAIRAH BINTI SAARI

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Address No Lot 1994, Kg. Chicha Menyabong, Sering, 16150 Kota Bharu, Kelantan

Objective

To obtain an entry level position in the IT, record management and also administration field where I can utilize my education and also creativity and innovative thinking to contribute to company's operations

Computer Skills

HTML	● ● ● ● ●
DGFlO / DDMS	● ● ● ● ●
Macromedia Director	● ● ● ● ●
Adobe Photoshop	● ● ● ● ●
C++	● ● ● ● ●
PHP	● ● ● ● ●
SQL	● ● ● ● ●
SPSS	● ● ● ● ●
SharePoint	● ● ● ● ●

Experience

Industrial Trainee

Aug-Dec 2016

- Under Dept. of ICT (IT Dev) at Tenaga Nasional Berhad (Tnb) Dua Sentral, Kuala Lumpur
- In charge of System Development for new and existing in house system and also System Documentary
- Assist in office administrative duties as require and IT Support Operations
- Ensure project meets quality requirements and timely deliverable

Assistant main teacher

Jun-Aug 2016

- Tabika Kemas Bachok, Kelantan
- Responsible for assisting the main Teacher in developing and implementing a program of activities that promotes the social, emotional and physical development of each child

Education

BACHELOR OF INFORMATION SCIENCE (HONS.) INFORMATION SYSTEM MANAGEMENT

2014-2016

UNIVERSITI TEKNOLOGI MARA (UITM), PUNCAK PERDANA, SELANGOR

Major in Information System Management, studying MIS, database admin, web and system development, and fundamentals of IT projects

Completed with Dean's List Award (TS)

CGPA : 3.28/4.00

DIPLOMA IN INFORMATION MANAGEMENT

2011-2014

UNIVERSITI TEKNOLOGI MARA (UITM), MACHANG, KELANTAN

Fundamentals of information management, library science, ICT, and record management

Completed with Dean's List Award (TS)

Graduated On 2 December 2014

CGPA : 3.15/4.00

Personal Skill

- Experienced in developing web using HTML, PHP & CSS
- Experienced in developing database, and using SQL commands
- Skillful in Multimedia and also managing in Record Management System

Language

Malay

Writing
Speaking



English

Writing
Speaking



French

Writing
Speaking



References

DR MASITAH BINTI AHMAD

Lecture / Academic Advisor
UNIVERSITI TEKNOLOGI MARA (UITM),
PUNCAK PERDANA, SELANGOR
012-2058244
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NUR ELISA BINTI GHAZALI

Sr. Executive (DICT Dept) TNB Dua Sentral
TENAGA NASIONAL BERHAD (TNB) DUA
SENTRAL, KUALA LUMPUR
019-2624872
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Certificate & Award

2017

- Dean's List Award Semester 7 (Degree)(17 February 2017)

2016

- Doodle Competition By TNB Dua Sentral Kuala Lumpur (19 August 2016)
- Forum : Information System Professional : Issues And Challenges (23 May 2016) -

2015

- Training Course Under Malaysia Records Management Society (Marms) By Using DGFlo / DDMS Software For Electronic Record Management System. (ERMS) (28 Nov 2015)
- 1 Citizen Course By Prestariang (31 Oct 2015)
- Basic Video Editing Sony Vegas (12 June 2015)
- "Dreammeture : Basic Learning Of Adobe Dreamweaver" (12 June 2015) - As moderator
- Team Building : How To Co-Operate With Team (8 June 2015)
- "Shine Your World With Creativity" (Macromedia Director Software Workshop) (22 May 2015)
- Adobe Photoshop Workshop (22 May 2015)
- Seminar "Approaches In Marketing And Promotion Of Libraries And Information Services" (13 April 2015)

2014

- Dean's List Award Semester 5 (Diploma)
- Training Course CompTIA A+ (A+) & Personal Enhancement Programme For Pre-Graduates By Prestariang (14 April-5 May 2014)

2013

- Program My Beautiful Malaysia Day By Pejabat Kesihatan Daerah Machang (3 February 2013)

Training/Professional Certificate

- Training Course CompTIA A+ (A+) & Personal Enhancement Programme For Pre-Graduates By Prestariang
- Training Course Under Malaysia Records Management Society (Marms) By Using DGFlo / DDMS Software For Electronic Record Management System. (ERMS)