



AHMAD NADZRIN BIN NADZRIMAN

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Detail-oriented Information Management student with a strong foundation in records management, metadata development, and database operations. Proven leadership in event coordination, financial planning, and career development initiatives. Skilled in utilizing computer system operations and programming to improve efficiency. **Seeking an internship placement in data management, information governance, and records administration** to contribute to organizational success.

SKILLS & COMPETENCIES

- Information Systems: Metadata development, database management
- Software Proficiency: Microsoft Office Suite (Excel, Word, PowerPoint)
- Digital Tools: Multimedia editing, video montage creation
- Languages: Malay (Native Speaker), English (Advanced)
- Soft Skills: Leadership, communication, problem-solving, adaptability

EDUCATIONAL BACKGROUND

Universiti Teknologi MARA (UiTM) Machang, Kelantan

October 2023 - February 2026

Diploma in Information Management | CGPA: 3.49

Relevant Courseworks: Foundation of Record Management, Computer System Operation, Metadata Development in Information Environment, Database Management for Business Professional

WORK EXPERIENCE

Padi Restaurant - Part-Time Crew

March 2025

- Managed food packaging and order accuracy, ensuring 100% compliance with hygiene and safety standards.
- Handled customer transactions and reservations, successfully coordinating 30+ daily bookings for dine-in and catering services.
- Improved order fulfillment speed by 20% by streamlining takeaway and food preparation workflows.

LEADERSHIP & EVENT MANAGEMENT EXPERIENCE

Annual Grand Meeting: Bollywood Feasts: A Night with Sparkle - Program Director

January 2025

- Implemented an efficient event scheduling system, reducing preparation time by 30%.

Enjoy Your Eid Feast! PEERS 2024 - Deputy Program Director

April 2024

- Led coordination efforts to secure UiTM Machang's official event endorsement.

ESKEP UiTM Machang 2024 - Career & Entrepreneurship Executive

April 2024

- Spearheaded beverage and ice cream sales, generating RM1,200+ in revenue for the event.

Arabian Feasts: Night to Remember - Multimedia Coordinator

January 2024

- Designed high-impact promotional posters and certificates, enhancing event branding.

Exco Career & Entrepreneurship - Finance & Fundraising Lead

January 2024

- Developed fundraising strategies through product sales, increasing club revenue by 40%.

Influencers Talk: Fly High for a Great Job - Head of Refreshments Committee

January 2024

- Negotiated catering contracts to provide high-quality meals for event attendees.

REFERENCE

Puan Khadijah Binti Abdul Rahman

Academic Assistant, UiTM Machang Kelantan

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