



# NURAI SYAH BINTI MOHD SHAH

**Address:** No.12 Jalan SR 1/2, Taman Seri Rambai 1,  
75250 Melaka  
**Phone:** 011-16822039  
**Email:** Nuraisyahmohdshah@gmail.com  
**Website:** www.reallygreatsite.com

## SUMMARY

A motivated and dedicated student in Information Management, seeking an internship opportunity to apply academic knowledge and further develop practical skills in a professional environment. With experience in project management, graphic design, and digital media, this internship offers the chance to contribute to dynamic teams while gaining hands-on experience. Focused on learning, adapting, and collaborating effectively in new settings, with an interest in information management systems, multimedia projects, and team-based tasks. This internship will offer valuable opportunities for personal and professional growth while supporting the organization's objectives.

**Internship Duration: 1<sup>st</sup> September 2025 - 15<sup>th</sup> February 2026**

## EDUCATION

**Degree in Information Management in Library** **2022 - 2026**  
Universiti Teknologi Mara (UiTM), Rembau

**Relevant Coursework:**

- Organization of Information: Descriptive Cataloguing (IML507).
- Organization of Information: Abstracting and Indexing (IML 605).
- Electronic Record Keeping (IMR 664).
- Digital Libraries (IML651).
- Organization of Information: Computerized Cataloguing (IML655).
- Basic Web Design and Content Management (IMS456).

**Achievement and Involvements:**

- Secretary of UiTM Recreational Club.
- Graphic Designer for class book project.
- Multimedia Member for Reach4Reads class project.
- Logistics Member for Click Wise Act Right class project.
- Member of UiTM Rembau Information Management Community (IMCO).
- Produced book: Koleksi Cerpen: Cereka Rakyat Terdahulu.
- Organized Camping Event for UiTM Recreational Club (2023).
- Participant in UiTM Relay Run 2022.
- Participant in UiTM Rembau Marching Competition.

**Sijil Tinggi Agama Islam (STAM)** **2021 - 2022**  
Sekolah Menengah Arab Jaim Assyakirin, Selandar  
MUET: Band 3.5 /4

**Sijil Pelajaran Malaysia (SPM)** **2020 - 2016**  
Sekolah Menengah Arab Jaim Assaiyidah Khadijah, Serkam  
SPM: 2A 4A- 2B+ 1C+

## SKILLS & HIGHLIGHTS

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### Languages:

- Malay: Native Speaker.
- English: Good Working Proficiency

### Technical Skills:

- Microsoft Office Suite (Word, PowerPoint, Excel).
- Video Editing (CapCut).
- Basic Web Design (WIXX).
- Basic Coding (HTML, CSS).
- Canva (Graphic Design).
- Book Binding.

### Interpersonal Skills:

- Project Management.
- Public Relations.
- Teamwork & Collaboration.
- Time Management & Organization.
- Leadership & Team Coordination.
- Effective Communication.
- Critical Thinking & Problem Solving.
- Fast Learner & Adaptable.
- Flexibility in Handling New Tasks.

## REFERENCE

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### **DR Zahril Shahida Binti Ahmad**

Academic Advisor

UiTM Cawangan Negeri Sembilan, Kampus Rembau

71300 Rembau, Negeri Sembilan, Malaysia

Phone: +6013-9325639