

# MUMTAZ ATHIERA NORZAN



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## EDUCATION

- **SIJIL PELAJARAN MALAYSIA (SPM)**  
SMK(P) Sultan Abu Bakar  
2019 - 2021  
6 A's
- **DIPLOMA IN COMPUTER SCIENCE**  
Universiti Teknologi Mara (UiTM), Segamat  
2022 - 2024  
VICE CHANCELLOR AWARD - GPA 3.8
- **BACHELOR OF COMPUTER SCIENCE (HONS.) NETCENTRIC COMPUTING**  
Universiti Teknologi Mara (UiTM), Jasin  
DEAN LIST SEMESTER 3 - GPA 3.51

## PROFESSIONAL SKILLS

- MS OFFICE : EXCELLENT
- MS EXCELL : EXCELLENT
- MS POWER POINT : EXCELLENT
- ADOBE PHOTOSHOP : INTERMEDIATE
- MS VISUAL STUDIO : EXCELLENT

## SOFT SKILLS

- EXCELLENT IN COMMUNICATION SKILLS
- FAST LEARNER
- ABILITY TO MULTITASK
- GOOD TIME MANAGEMENT
- ABILITY TO WORK IN TEAM
- GOOD LEADERSHIP

## LANGUAGE

(SPEAKING AND WRITING)

- MALAY : EXCELLENT
- ENGLISH : INTERMEDIATE
- JAPAN : BASIC

## EXPERIENCE

### BENGKEL DEMOKRASI MYCATALYZ

Batu Pahat, Johor | 2023

### WORKSHOP UPSKILLING MICROSOFT AND CANVA

Segamat, Johor | 2022

### EDITOR FOR JAWATANKUASA PERWAKILAN KOLEJ KEDIAMAN C (JPKC)

Segamat, Johor | 2022

KEY RESPONSIBILITIES:

- Edit poster and advertisement video for every program

### CREW MCDONALD'S

Muar, Johor | 2022

KEY RESPONSIBILITIES:

- Managed 1000 orders daily and improved customer satisfaction feedback.
- Maintained high standards of customer service during high volume, fast-paced operations.

### TUTION TEACHER

Muar, Johor | 2021

KEY RESPONSIBILITIES:

- Managed to gain trust from parents of 20 SPM students

## ACHIEVEMENTS

- **2023** Exco Academic in Gerakan Mahasiswa Johor (GERMAJ)  
Gold Award - Penang Invention Innovation and Design (PIID 2023)  
Special Award - Entrepreneurship by MASMED in Penang Invention Innovation and Design (PIID 2023)
- **2022** 3rd Place - National Micro Enterprise Pitching Competition (NMEPC 2022)  
Duta Mahasiwa Johor (DMJ)
- **2021** Exco Corporate and International Relations in Jawatankuasa Perwakilan Kolej Kediaman C (JPKC) Sesi 2021/2022
- **2020** Stage 2 - Malaysia Future Leaders School (MFLS)