

Contact

+601111490265



C-4-05 Kondominium Sri Alam, Jalan Kelab Golf 13/1, Seksyen 13 40100, Shah Alam, Selangor

Expertise

- Proficient in Microsoft Office (Word, Excel, PowerPoint)
- Basic computer literacy skills
- Records management and archival practices
- · Organizational skills

Language

- Malay Native
- English Fluent
- Chinese Conversational

ZAYRATUL NAZMEEN BINTI ZAYRUL KAMA

Profile

Seeking placement for internship to obtain knowledge and new experience with great collaboration skill and able to communicate with others effectively.



(Education

Expected graduation February 2025

MARA University of Technology, Rembau, Negeri Sembilan

Diploma in Information Management CGPA 3.82

Awards or Honours

• Made the dean's list (AD) in semester 1-3

Extracurricular Activities

- Secretary of Official Language Club (OLC)
- Head of Technical and Competition Exco of PTAR Buddies Club
- Facilitator of Minggu Destini Siswa (MDS)
- Conducted an interview for new members recruitment
- Conducted events under the PTAR Buddies Club
- Conducted events under the Official Language Club

March 2022 SPM

SMK TTDI Jaya, Shah Alam, Selangor

November 2019 PT3

SMK King George V, Seremban, Negeri Sembilan

Extracurricular Activities

• Pembimbing Rakan Sebaya (PRS)

November 2016 UPSR

SJK(C) Ladang Sungai Salak, Seremban, Negeri Sembilan

Extracurricular Activities

• President of Persatuan Agama Islam

Relevant Coursework

- Introduction to Information Management
- Fundamentals of Management
- Study Skills
- Organization and Access to Information
- Human Comm for Info Professionals
- Foundation of Records Management
- Foundation of Records Management
- Social Media Literacy

Reference

AMIRAH BINTI HAJI ABU HASSAN

Pensyarah Kanan, UiTM Rembau, Negeri Sembilan

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Email: amirahdatuk893@gmail.com

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Work Experience

BASKIN ROBBINS (Part Timer)
MAY 2022 - SEPT. 2022
Worked part time during semester
breaks as well

- Managed inventory of parts for assembly, ensuring all items were properly accounted for.
- Inspected parts during assembly process to identify any defects or discrepancies in quality standards.
- Adapted quickly when changes occurred in production processes or workflow requirements.
- Maintained safe and clean working environment by complying with procedures, rules, and regulations.