



# NATASYA AMIRA

INFORMATION MANAGEMENT STUDENT

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Batu Caves, Selangor

natasyaamirabintiamiruldin@gmail.com

## EDUCATION

### Diploma in Information Management

Universiti Teknologi MARA  
CGPA OF 3.63  
2022-2025

### SPM

Sekolah Menengah Kebangsaan  
Taman Selayang  
2016-2020

## SKILLS

- Administration | Expert
- Communication | Expert
- MultiMedia | Intermediate
- Management | Intermediate
- IT | Beginner

## LANGUAGES

- ENGLISH
- MALAY

## REFERENCES

### AMIRAH BT HAJI ABU HASSAN

Pensyarah Kanan in UiTM Rembau,  
71300, Negeri Sembilan.

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Email : Amirah893@uitm.edu.my

## ABOUT ME

I am a full time student of Diploma in Information Management that is currently undergoing my 4th Semester. I am a fast learner as each task given can be handled by me accordingly, I can adapt to new environment easily as I have no issues in social cues, I work well under pressure and being in a group or colleagues. While having a CGPA of 3.63, the result of my MUET is Band 4.

## WORK EXPERIENCE

### Klinik Pergigian Rosman

2022 - 2023

Administration and Dental Assistant

From the year 2022 until 2023, I have been working as a part timer in this clinic, From the 2 years of experience, I am well expertise in handling the administration task, receptionist, helping customers in their despair, and also in assisting the Dentist. I can adapt well in working the registration process and In the time of pressure, my well organised skills have also helped.

### Celcom

2022 - 2022

Customer Service

In the year 2022, I have included myself in a two days of working as a customer service in the Celcom Booth. While working those 2 days, I was able to adapt to the environment of being a customer helper and in assisting customers about the plans and products that are available by the company. I was able to enhance my social skills and was able yo work in a group of other workers, enabling my teamwork skills.

## CURRICULAR INVOLVEMENT

2017 - 2020

- SCHOOL PREFECT

2018 - 2020

- MEDICAL VOLUNTEER

2023 - 2024

- UNIVERSITY CLUB (EXCO OF MULTIMEDIA)