



NUR AMNI BATRISYIA

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SUMMARY

Diploma in Information Management student at Universiti Teknologi MARA (UiTM), currently in Semester 4 with a current CGPA of 3.58. Interested in records management, filing systems, and administrative operations. Seeking a **two-month** internship placement from **28 July 2025 until 19 September 2025** to gain hands-on experience and apply academic knowledge in a professional working environment. Committed to learning, adapting, and contributing positively to the organization.

EDUCATION

Universiti Teknologi MARA (UiTM)

Diploma in Information Management

Segamat, Johor

Oct 2023 - Present

- Relevant coursework :** Foundation of Records Management, Fundamentals of Record Center Management, Introduction to Electronic Recordkeeping, Organization and Access to Information, Information Technology Application in Information Agencies.

LEADERSHIP EXPERIENCE

Universiti Teknologi MARA (UiTM)

Welfare Executive Committee Member (Sekretariat Rakan Muda)

Segamat, Johor

Mac 2024- Present

- Assisted in organizing welfare programs and student support activities*
- Actively involved in planning and managing student camps and community-based events*
- Assisted in organizing and managing a 3-day leadership camp, handling activities, participant registration, and safety procedures.*

ADDITIONAL ACADEMIC EXPERIENCE

Universiti Teknologi MARA (UiTM)

Segamat, Johor

April 2024

- Cataloging & Records Workshop Participant (Perpustakaan Tun Dr Ismail 1)*
- Jobsafe: Cyber Security for Today's Job Seekers – PERKESO (Certificate of Participation)*
- The Entrepreneur Mindset: How to Start Thinking Like an Entrepreneur – PETRONAS Innovation Garage (Certificate of Participation)*

June 2025

June 2025

SKILLS

- Hard Skills:** Microsoft Word, Excel, PowerPoint, Canva, Capcut (Video Editing), Online Cataloging Systems, Social Media Platforms
- Soft Skills:** Leadership, Teamwork, Time management, Communication, Detail-oriented, Problem-solving, Flexible mindset for workplace flexibility.
- Languages:** Malay (Native), English (Good)