



# NUR SHAZWANI

*Hardworking and motivated record management graduate that will demonstrates my abilities in strong work ethic, creative ability, leadership, and expertise in records controller and classification skills. Dedicated to apply my abilities to apply to any position in records managements.*

## CONTACT ME



### Email

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+60197505342



### References

Name: Irwan Kamaruddin Bin Abd Kadir  
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## PRO SKILLS

Computer



Website development



Software



Communication



Leadership



## LANGUAGE

Malay



English



Mandarin



Japanese



## EXPERIENCES

2020

**Tarbiah Cinta Bookstore**

### Leader of Dropship

Responsible in replying the dropship's inquiries, updating the sales of dropships every month, informing the top dropships by month to the CEO, promoting the dropship intake, manage the intake of dropship and record all the dropship's personal information.

2021 - 2022

**Urbancolabb**

### Online Editor

Editing the various marketing posters via Canva applications, alert with business information such as sale period, special events, announcements to be put inside the poster and more.

2022

**Under UiTM**

### Part Time Catering

Do the preparation before the events start including preparing and arranging tables and chairs for the guests, prepare and serving the food and drink at the table.

## EDUCATIONS

2014- 2017

**UiTM Cawangan Selangor Kampus Puncak Perdana**

### Barcelor of Information Science (Hons)

Took Degree in Records Management course and graduated with CGPA of 3.92

2011 - 2014

**UiTM Cawangan Negeri Sembilan Kampus Rembau**

### Diploma

Took Diploma in Information Management and graduated with CGPA of 3.85

## AWARDS/ACHIEVEMENTS

- Top Students Awards in Economy, Business and History
- Sekretariat Mahasiswa Fakultas (SMF) Awards
- Vice Chancellor Award
- Bowling MSSD Award
- Marching Award