



PUTERI NUR ZARITH FITRI BINTI MOHD ZAHARI

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Internship Position to Apply: Record Assistant or in any related department

Duration of Internship is 2 month

SUMMARY

A motivated student from Universiti Teknologi MARA (UiTM) and still pursuing a Diploma in Information Management with a current CGPA of 3.73. I have experience learning record and information technology, thus, want to learn more about records management in an organisation. A reliable student with a strong work ethic, excelling under pressure and committed to continuous learning. I am seeking an internship opportunity to contribute to the company while gaining hands-on experience. I am available to start from **22 July until 13 September**.

EDUCATIONAL BACKGROUND

Universiti Teknologi Mara (UiTM) Kampus Rembau, Negeri Sembilan

October 2022 - Present

Diploma in Information Management

- **Relevant Coursework:** Foundation of Records Management, Fundamentals of Management, Information Technology Application in Information Agencies
- CGPA: 3.73 [Dean's List for all 3 semesters]

SMJK (C) Yu Hua, Kajang, Selangor

January 2017 - March 2022

Sijil Pelajaran Malaysia

ACTIVITIES AND INVOLVEMENT

Data Filing of Records [Test]

In my last semester 2, I gained experience using solutions to improve data filing procedures. I also have a strong focus on detail and dedication to protecting the security and integrity of the data.

Conducting Our Own Commercial Record Centre [Assignment]

Last semester 3, our lecturer conducted a group project and made me think about how to implement efficient record management processes, including indexing, storage, retrieval, and disposal.

SKILLS

Soft Skill

- Attention to detail
- Great time management
- Fast adaptability
- Continuous learning
- Proficient in English and Malay Language
- Intermediate in Mandarin Language

Hard Skill

- Microsoft Excel Skills
- Customer Service
- Basic computer skills
- Data entry
- Theoretical knowledge about library, and records archiving and retention

REFERENCE

AMIRAH BINTI HAJI ABU HASSAN

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Rembau, Negeri Sembilan

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