



SARA DEANNA NATASHA BINTI SOPHIAN

To secure an internship opportunity within any department related to Information Management, where I can apply and enhance my knowledge and skills while contributing effectively to organizational objectives.

INFORMATION

Contact Number

+6013-2126404

Email

saradeannaa@gmail.com

Address

No 32 Lot 1821, Taman Desa Mahkota,
43000 Kajang Selangor

Nationality

Malaysian

SOFT SKILLS

- ♦ Outstanding proficiency in both written and verbal communication.
- ♦ Capable of seamlessly collaborating within a team dynamic while also excelling as an independent contributor.
- ♦ Demonstrates punctuality and adept time management skills.
- ♦ Proficient in addressing both internal and external challenges with effectiveness and expertise.
- ♦ Able to work comfortably in a fast-paced environment.
- ♦ Able to follow instructions and responsible for the work assigned.
- ♦ Highly adaptable and capable of working autonomously with minimal supervision.
- ♦ Open to new ideas and willing to learn new ways of doing things

SOFTWARE

- ♦ Microsoft Word
- ♦ Microsoft PowerPoint
- ♦ Microsoft Excel
- ♦ C++

EDUCATION

DIPLOMA IN INFORMATION MANAGEMENT

Universiti Teknologi Mara Kampus Rembau

Duration: October 2022 - February 2025

MALAYSIAN CERTIFICATE OF EDUCATION (SPM)

Sekolah Menengah Kebangsaan Bandar Seri Putra

Duration: 2017 - 2021

WORK EXPERIENCES

SHOP ASSISTANT

Uniform Pelangi | September 2023 - October 2023,
February 2024 - March 2024

- ♦ Providing responses to any inquiries that potential customers may have regarding a product or service.
- ♦ Develop in-depth knowledge of the products or services being promoted to effectively communicate features and benefits.
- ♦ Engage with potential customers in a friendly and approachable manner, addressing their questions and providing information about the promoted items.

NURSERY TEACHER

Dzul Iman | February 2023 - March 2023

- ♦ Creating and implementing age-appropriate lesson plans and activities to foster children's intellectual, emotional, and social development.
- ♦ Providing a safe, nurturing, and stimulating environment conducive to learning and exploration.
- ♦ Conducting individual and group activities to promote language development, cognitive skills, and creativity.

SHOP ASSISTANT

KK Supermart | August 2022 - September 2022

- ♦ Operated cash registers, processed transactions accurately, and handled payments in various forms.
- ♦ Monitored inventory, conducted stock checks, and informed management of low stock or replenishment needs.
- ♦ Responded to customer inquiries, addressed complaints or concerns, and resolved issues promptly to ensure customer satisfaction.

TECHNICAL SKILLS

- ◆ Business, Coding, IT, Computer, Marketing and Social Media
- ◆ Proficiency in data entry and maintaining accurate records.
- ◆ Proficient in document editing.
- ◆ Typing skills.
- ◆ Familiar with documentation, filing and office duties.

LANGUAGES

Spoken and written

- ◆ Bahasa Melayu (Native language)
- ◆ English (Intermediate)
- ◆

REFERENCE

AMIRAH BINTI HAJI ABU HASSAN

Pensyarah Kanan, UiTM Rembau,

Negeri Sembilan

Number phone: +6019-2298825

Email: amirah893@uitm.edu.my

WORK EXPERIENCES

CASHIER

Lotus's Malaysia | March 2022 - July 2022

- Operating cash registers, processing transactions accurately, and handling payments in various forms, including cash, credit/debit cards, and mobile payments.
- Assisting customers with inquiries, providing information about products or services, and resolving any issues or concerns promptly.
- Maintaining cleanliness and organization of the checkout area, including cleaning registers and ensuring adequate supplies.
- Balancing cash drawers and reconciling discrepancies at the end of each shift.