

NUR SHAKIRA BINTE JAMIL

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EDUCATION

Apr 2023 – Current
(Graduating in May 2026)

Diploma in Cybersecurity and Digital Forensic, Temasek Polytechnic

Completed modules in:

- Logic and Mathematics
- Data Visualisation and Analytics
- Computational Thinking
- User Experience and Interface Design
- Career Readiness
- Sports and Wellness
- Network and Cloud Technology
- Database Application Development
- Data Structures and Algorithms
- Application Development Project
- Leadership Fundamentals
- Current Issues and Critical Thinking

Jan 2019 – Dec 2022

- **GCE 'O' Level Certificate, CHIJ Secondary School (Toa Payoh)**
- Obtained 8 credits of O-level passes.

SKILLS

Technical/Domain Skills

- Proficient in user interface design tools such as Adobe XD for a music app development.
- Proficient in project planning, scheduling, and tracking for school/class-based events.
- Experienced in Python, basic JavaScript, HTML and CSS code to develop Python-based games and website development.
- Experienced in Server Administration in CentOS 9 Linux System for organising disk space and user/groups permission.
- Knowledge of network security protocols and applications such as AWS (Amazon Web Services) Cloud and Cisco for networking topology.
- Familiar with ethical hacking skills and penetration testing on the Kali Linux Operating system for vulnerability assessments.
- Familiar with basic forensic analysis techniques and methods for computer hard disk.
- Familiar with customer service and operations for customer interactions and conducive workspace.

Generic Skills

- Proficient in basic computer skills (Microsoft Word, PowerPoint etc.) to create PowerPoints and research documents.
- Keen in Photography and Publicity work such as creating social media posts and editing videos.
- Possesses customer Service and customer engagement.
- Strong leadership skills and is self-assured when faced with challenges.
- Strong problem-solving skills that enable quick and efficient solutions during group work.
- Keen learner with relentless curiosity and eagerness to learn new concepts.
- Developed skill in verbal and written communication.
- Good interpersonal skills to create strong professional relationships.
- Flexibility to adjust to new work environment and people.
- Good time management in prioritising work.
- Able to utilise analytical thinking to assess risks and strategies.
- Able to work in Teams to complete a task or goal.

WORK EXPERIENCE

Nov 2022 – April 2023

Part-time Barista

Starbucks Corporation

- Prepared and served Starbucks beverages and food, ensuring quality and safety standards.
- Handled cashiering tasks, processed transactions accurately, and resolved customer issues.
- Replenished supplies to maintain stock levels and organized workflow during peak hours.
- Assisted with opening and closing duties, including setup, cleaning, and securing the outlet

Oct 2023 – Oct 2024

**Part-time Customer Service Officer
Samsung Service Centre**

- Assisted customers with phone-related issues, ensuring effective resolutions and satisfaction.
- Managed phone repair registrations with accurate documentation and timely coordination.
- Acquired extensive knowledge of Samsung products, providing informed support and advice.

AWARDS/ACHIEVEMENTS

2019

Good Progress Award, EDUSAVE Awards 2019

- Awarded for improvement in academic excellence and demonstrating good conduct.

2019

Third Place, Malay Culture and Language Quiz 2019

- Achieved Third Place in an interschool competition against ACS Barker Road.

2019

Third in Malay Language, Certificate of Achievement

- Received an award in academic excellence during Honors' Day 2020.

2021

Head of Publicity, Student Council Executive Committee 2021-2022

- In charge of the Student Council Instagram account and the school's public Instagram account.
- In charge of taking photos and videos during school events to capture memories.
- In charge of coordinating and communicating with external vendors or schools.
- Planned, organised, and carried out school events with my team.

2022

Leadership Commendation Award, Student Leaders Investiture 2022

- Received award for appreciation of dedication and service to CHIJ Secondary.

2023

Mother St Mathilde Award (Outstanding Leadership), Honors' Day 2023

- Received award for my leadership role in the Student Council Executive Committee.

2023

Mother St Gaetan Award (Outstanding Performance)

- Received an award for my performance as a competitive badminton player.

CO-CURRICULAR ACTIVITIES

2023 - current

Subcommittee Member, Informatics, and IT Studies Club

- Assist the Main Committee in school events or projects.
- Held a booth on CCN (Campus Care Network) Day 2023.
- Student Facilitator for IIT Freshmen Orientation 23/24.
- Student Guide for Open House 2024; assist visitors to find venues and booths.

2019- 2022

Assistant Head of Welfare and Media (2020), Badminton

CHIJ SJC Tournament, 2019

National School Games 2020 – 2022

- Represented School as a single badminton player against schools in zone.

Appointed Assistant Head of Welfare and Media, 2020

- Assisted the Head of Welfare and Media in activities for team bonding.
- In charge of taking photographs for the publicity of the team.
- Assisted in the planning of the CCA camp (games, schedule) together with the team.
- Ensure the team was taken care of during competitions (initiate cheering, giving advice).

2019-2021

Student Councillor, Student Council

Part of the Student Council as a Junior Councillor in 2019 and Senior Councillor from 2020 to 2022.

REFERENCES

For more information, I have shared my website that I had created for my EAE application in 2022.

<https://bnurshakira.wixsite.com/my-site>

Other references are available upon request.