



SITI NOR RA BASRI (Student)

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PROFILE SUMMARY

A highly motivated current student of Diploma in Information Management majoring in information management skills and minoring in content producing and communications, achieving a CGPA of 3.58 with a passion for knowledge and a proactive approach to learning. Good communication skills and possess strong analytical and a solid information literacy foundation have been acquired from course experience. Collaborative team players with problem-solving skills, leadership, and sportsmanship have been demonstrated through participation in a Workshop program, club activities, and sports tournaments. Continuously seek opportunities for personal, and academic growth and practical experiences, leveraging information software and tools effectively.

EDUCATION

SAM Bagan Terap –SPM: 8A3B

Selangor, Malaysia

Sijil Pelajaran Malaysia

January 2021 – March 2022

Subjects Related: *Malay, English, Arabic, Mathematics, Science, Usulluddin, Syariah, Adab wal Balaghah, Manahij, Accounting, History.*

UiTM Rembau – CGPA: 3.58

Negeri Sembilan, Malaysia

Diploma in Information Management

October 2022 – February 2024

Subject Related: *Introduction to Information Skills, Introduction to Information Management, Information and Communication Technology Application, Fundamentals of Management, Organization and Access to Information, Foundation of Records Management, Information Technology Application in Information Agencies, Computer System Operation, Social Media Literacy, Human Comm for Info Professionals, Introduction to Reference and Bibliometric Services in Information Agencies, Fundamentals of Records Center Management, Programming for Information Professional.*

EXPERIENCE

Programming: C++

- Developing an application

Leadership and Involvement: Secretary of Ikatan Peraatuan Mahasiswa Muslim

- Thoroughly acquainted with the exco's duties to assist and presides at meetings in the absence of the president.
- Oversaw, coordinated, and recruited committees to manage a series of meetings and programs.
- Managed and reviewed the Executive Committee reports and meetings regarding the program planning, budgeting, and proposal editing and submission.

- Compiled and documented comprehensive key discussions and weekly reports detailing the activities, progress, and outcomes of the executive committee.

Members of Go to Go: *Volleyball Members*

- Actively participated as a sports member and attended various sports events, tournaments, and training sessions at UiTM Rembau.
- Participated in the friendly selection for KARISMA tournaments in Negeri Sembilan (2022) as a main Volleyball player to represent UiTM Rembau.

Working Experience: *Pembantu Dewan Makan MITS Bagan Terap*

- Set up and provided the ingredients needed for breakfast, lunch, teatime, dinner, and supper, including measuring and portioning the ingredients according to the recipe requirement.
- Assist the Chef in preparing the food and beverages if needed.
- Serve the students with every meal.

SKILLS

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|--------------------------|-------------------|
| • Communication Skills | • Problem Solving |
| • Data Management Skills | • Creativity |
| • Multimedia | • Organization |
| • Teamwork | |

INTEREST

- **Interests:** Volunteering, organizing events, Sports (Volleyball and Badminton), Learning new things, and Creative activities.
- **Languages:** English (Speaking, Writing, Reading) / Advanced, Malay (Speaking, Writing, Reading) / Advanced