

NURSOPHILEA HARISYA BINTI MOHD NASROL

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PROFILE

I am a **Diploma in Information Management** student from UiTM Segamat, Johor who is currently seeking an internship placement for 8 weeks starting from **July 28, 2025**, to **September 19, 2025**. I come with a strong interest in data handling, documentation, and information technology. Equipped with skills in metadata, database systems, and office applications. Eager to gain real world experience and contribute effectively during an internship in the field of information management.

EDUCATION

Universiti Teknologi MARA (UiTM), Segamat, Johor

Diploma in Information Management | Expected Completion: February 2026

CGPA: 3.69

Relevant Coursework: Metadata, Database Management Systems, Digital Archives, Electronic Documentation

TECHNICAL SKILLS

Office Tools: Microsoft Word, Excel, PowerPoint; Google Docs, Sheets, Drive

Web & Design: Basic HTML, Canva (simple design editing)

Information Management: Metadata creation, Digital & Physical File Management

EXPERIENCE & INVOLVEMENT

Treasurer & Member, UiTM Charity Society | Jan 2024 - Present

- Oversaw financial records and managed budget allocation for club activities and events.
- Produced detailed financial reports and documentation for internal and external use.
- Supported administrative operations, including event planning and member data management.
- Assisted in compiling reports and preparing official documentation for programs.

LANGUAGES

Malay: Native

English: Fluent

INTERNSHIP AVAILABILITY

Available for full-time internship from July 28, 2025 - September 19, 2025