

Nur Aina Syafiqah binti Omar

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PROFILE.

I am a detail-oriented graduate of **Universiti Teknologi MARA (UiTM), Rembau, Negeri Sembilan**, with a **Diploma in Information Management** from the **Faculty of Computing, Informatics, and Mathematics**. As an enthusiastic learner, I am eager to apply my skills in information management, record management, social media literacy, and systems management, among others.

I am seeking opportunities where I can contribute to a dynamic team while further developing my professional skills. With a strong academic background and a passion for learning, I am confident that joining a reputable organization will allow me to gain valuable career insights and hands-on experience.

WORK EXPERIENCE.

Global Manufacturing Solution (GMS), Jalan Sungai Lalang, 43500 Semenyih, Selangor.

Job Title: Quality Controller.

Skills:

- **Attention to detail:** Able to identify and distinguish product names accurately.
- **Quality assurance:** Experienced in conducting thorough inspections to maintain high standards.
- **Organization:** Skilled in managing tasks effectively to meet deadlines.

Kimyra International SDN BHD, Bandar Teknologi Kajang, 43500 Semenyih, Selangor.

Job Title: Operation Assistant.

Skills:

- **Collaboration and Communication:** Proficient in engaging with customers at events and hosting daily TikTok LIVE sessions to foster community interaction and brand engagement.

- **Analytical Thinking:** Expertise in gathering and analyzing data from multiple sources to identify trends, assess sales performance, and derive actionable insights for informed decision-making.
- **Project Management:** Experienced in independently managing and executing projects from initiation to completion and ensuring timely delivery.

EDUCATION ACHIVEMENTS.

Achieved Dean's List status for four semesters in a row during my diploma program.

ADDITIONAL INFORMATION.

Languages: Malay (Native), and English (Proficiency).

Technical Skills: Microsoft Words (Advance), Canva (Advance), Microsoft Excel (Intermediate), Microsoft PowerPoint (Intermediate).