

NUR ALEIYA SYAFIRA

BINTI NORDIN

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TECHNICAL SKILL

- Microsoft Word
- Microsoft Access
- Microsoft Excel
- PowerPoint
- Adobe Photoshop
- Adobe Illustrator
- WordPress

LANGUAGE SKILL

- Bahasa Melayu
- English

SOFT SKILL

- Quick learner
- Strong organizational skills
- Creative thinking
- Problem-solving
- Attention to detail

KEY COMPETENCIES

- Experienced in organizing and managing digital content for various platforms.
- Creative thinking in designing visuals and editing videos/photos.
- Competent in crafting engaging social media content and promotional materials.
- Knowledgeable in content accessibility and usability practices.

PROFESSIONAL EXPERIENCE

Content Management Intern – Digital Solutions Co.

Jan 2020 – May 2022

- Assisted in organizing and managing digital content for various platforms.
- Gained hands-on experience with content management systems (CMS).
- Worked on ensuring accuracy and consistency in uploaded information.
- Designed visually appealing content using Adobe Photoshop and Illustrator.
- Improved content accessibility and usability by restructuring existing materials.

Administrative Assistant – InfoTech Services

Jun 2022 – Dec 2023

- Supported administrative tasks related to document archiving and information retrieval.
- Utilized Microsoft Access and Excel to maintain and organize databases.
- Coordinated with team members to ensure timely completion of projects.
- Enhanced the company's record-keeping efficiency by implementing systematic workflows.

Freelance Video and Photo Editor

July 2020 - Jan 2022

- Edited promotional videos and photographs for small businesses and events.
- Developed creative content ideas tailored to client needs.
- Improved photo quality and composition using Adobe Photoshop.
- Managed multiple projects while meeting strict deadlines.

Social Media Content Creator – Personal Projects

June 2024 – Ongoing

- Created engaging visual and written content for personal social media platforms.
- Designed graphics and edited videos to increase audience engagement.
- Experimented with trends and viral ideas to gain insights into audience preferences.
- Learned to adapt content to suit various platforms and audiences effectively.

SIJIL PELAJARAN MALAYSIA

6As

UiTM REMBAU

DIPLOMA IN INFORMATION MANAGEMENT

UiTM PUNCAK PERDANA

BACHELOR IN CONTENT MANAGEMENT