




# UMMU UMAIRAH

INTERNSHIP APPLICATION


## PROFILE

As an Information Management student, I pride myself on being a diligent and organized individual. I am eagerly anticipating my first professional experience in the field.

## CONTACT ME

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Bukit Tambun  
Perdana 45, Taman  
Bukit Tambun  
Perdana, 76100,  
Durian Tunggal,  
Melaka.

## ➤ EDUCATION

**Universiti Teknologi Mara, Segamat, Johor**  
**Diploma in Information Management**

**Current CGPA (2023/2024 - Semester 3) : 3.5**

**Current GPA (Semester 3): 3.7**

## ➤ LANGUAGE

- Malay
- English

## ➤ COMPUTER SKILLS

- Spreadsheet.
- Slide presentation.

## ➤ SKILLS

- Knowledge of information security principles and practices
- Understanding of information governance and compliance
- Ability to utilize information retrieval systems effectively
- Experience with document and records management systems
- Strong attention to detail and accuracy in data entry and management