NUR HASWANI BINTI ABDUL MALIK

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# ABOUT ME:

Motivated Information Systems graduate with a strong foundation in database management, network security, and data analysis. Holding a Bachelor's degree in Information Science (Hons) Information System Management and a Diploma in Information Management from Universiti Teknologi MARA. Proven leadership in IT Application Support and Development, adept at using tools such as Atlassian Jira Software, Power Automate, SQL Server Integration Services (SSIS), and SQL Server Management Studio. Experienced in enhancing corporate websites and leading comprehensive documentation projects. Seeking a challenging role in the IT industry to leverage my technical skills, problem-solving abilities, and dedication to continuous improvement.

# EDUCATION:

**BACHELOR OF INFORMATION SCIENCE (HONS) INFORMATION SYSTEM MANAGEMENT**

Universiti Teknologi MARA, Selangor Branch, Campus Puncak Perdana | 2022 - Present CGPA: 3.63

# DIPLOMA OF INFORMATION MANAGEMENT

Universiti Teknologi MARA, Johor Branch, Campus Segamat | 2019 - 2021 CGPA: 3.53

# WORK EXPERIENCE:

## Multimedia Intern



## Asia Retail Academy Sdn. Bhd.

### June 2021 - March 2024

Consistently design eye-catching promotional materials like posters, lanyards, and pamphlets for company events, job vacancies (e.g., Coway, Shell), and neighborhood festivities. Proficient in Canva and adept in Adobe Photoshop. Additionally, leverage CapCut to create engaging promotional videos, showcasing a diverse skill set in graphic and multimedia design.

**IT and Project Executive Feb 2024 - Aug 2024**

### Asia Retail Academy Sdn. Bhd.

Internship in IT Application Support and Development. Regularly utilized Atlassian Jira Software to manage issues related to the myEastspring website and mobile application. Led the enhancement of the Corporate Website Fund Price Update using Microsoft Power Automate, SQL Server Integration Services (SSIS), and SQL Server Management Studio. Additionally, spearheaded a documentation project known as "Knowledge Base," which aimed to consolidate IT-related information into a single platform.

# ACHIEVPROJECT

Graduated with Dean’s List in Diploma of Information Management, 2021 Awarded Dean’s List for Semester 3, GPA: 3.71

Awarded Dean’s List for Semester 4, GPA: 3.56 Awarded Dean’s List for Semester 5, GPA: 3.52 Awarded Dean’s List for Semester 6, GPA: 3.72

# SKILLS

## Technical Skills

### Programming Language

 Python, HTML, CSS, PHP, MySQL, XML

### Graphic Design

 Adobe Photoshop, Adobe Illustrator, Adobe Lightroom, Canva, CapCut

### Microsoft Office

 Word, PowerPoint, Excel

## Software Skills

Visual Studio Code

Kodular

Wordpress

Figma

## Soft Skills

Excellent communication skills Adaptability in team settings Strong leadership qualities Proficient in problem-solving Highly creative

Capable of multi-tasking

Able to work exceptionally well under pressure.

**Language Skills**

Advanced fluency in English

Native-level fluency in Malay

# PARTICIPATION

**LOVE SCAM: PROTECTING YOUR HEART & WALLET**

*Universiti Teknologi MARA, Selangor Branch, Campus Puncak Perdana | 2023*

Member of Organizing Committee

# HIGH COUNCIL OF JASMINE COLLEGE REPRESENTATIVE COMMITTEE, COUNSELING AND SPIRITUAL EXECUTIVE COMMITTEE

*Universiti Teknologi MARA, Selangor Branch, Campus Puncak Perdana | 2022 - 2023*

Chief of Special Duties Bureau for “Sagatan Borneo 2023: Sambutan Gawai Keamatan Madani” program, 2023

Student Management Bureau for “Jazzfest22: Jasmine Fiesta 2022” program, 2022

Chief of Multimedia Bureau for International Program: “Program Inbound: Bengkel Kumpulan Sol-An-Jindo Buk Nori” program, 2022