



Izyan Farhana

Student

I am student based in Sarawak studying Information Management in UiTM

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EDUCATION

Diploma in Information Management MARA University of Technology (UiTM), Sarawak

10/2022 - Present

3.6

Sijil Pelajaran Malaysia (SPM) SMK Semerah Padi, Kuching

01/2019 - 03/2021

6A 1B 2C

Pentaksiran Tingkatan Tiga (PT3) SMK Semerah Padi, Kuching

01/2016 - 10/2018

8A 2B

WORK EXPERIENCE

Industrial Training

Dewan Bandaraya Kuching Utara (DBKU)

07/2024 - 09/2024

Achievements/Tasks

- Assisted in managing tasks as well as ensuring accuracy and efficiency
- Conducted research and compiled reports on information management
- Organized and maintained important information ensuring data integrity and easy retrieval

Barista

Ding Max Sdn Bhd, Kuching

02/2024 - 10/2024

Achievements/Tasks

- Greet customers and took orders for drinks and other beverages
- Operated cash registers to process customers payment
- Stocked shelves with ingredients needed to make drinks

Sales Assistant

Matang Mall

10/2023 - 01/2024

Achievements/Tasks

- Completed daily reports on sales performance metrics such as units sold per hour, day, week, month
- Performed cash duties such as processing payments
- Maintained cleanliness of shelves item

SKILLS

Microsoft Office Suite proficiency

Social media management

Presentation software expertise

Active listening skills

Adaptability in group settings

Empathy and understanding

Team collaboration

ORGANIZATIONS

Volunteer Club UiTM (10/2023 - 10/2024)

Exco Multimedia

Debate Club SMK Semerah Padi (01/2019 - 01/2021)

Secretary

Police Cadet SMK Semerah (01/2018 - 01/2021)

Association Treasurer

LANGUAGES

Malay

Full Professional Proficiency

English

Full Professional Proficiency

INTERESTS

Creative Activities

Illustration

Bullet Journaling

Social Media

3D

Creative Design

Video Editing

Photography

Web Design

Art

Volunteer Work

Outdoor Activities