

Izyan Farhana

Student

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📍 Kuching

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EDUCATION

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

10/2022 - Present

Sijil Pelajaran Malaysia SMK Semerah Padi, Kuching

01/2019 - 03/2021

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

Communication skills

Ability to work independently

Problem solving

Time management

ORGANIZATIONS

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

Exco Multimedia

Police Cadet SMK Semerah Padi (01/2019 - 01/2021)

Association Treasurer

LANGUAGES

Malay

Full Professional Proficiency

English

Full Professional Proficiency

INTERESTS

Creative Activities

Illustration

Bullet Journaling

Social Media

Volunteer Work

Web Design