



FATIN NUR ZULAIKA BINTI FAIRUL NIZAM

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AWARDS

Dean's List Semester 1

SKILLS

- Microsoft words - Basic
- Microsoft PowerPoint - Basic
- Microsoft Excel - Basic
- Canva - Expert
- C++ - Basic
- Editing video
- Design infographic

LANGUAGES

- Malay- Fluent
- English- Basic

ABOUT ME

A detailed-oriented fresh graduate of Information Management from Universiti Teknologi Mara, Negeri Sembilan with CGPA 3.43 .I'm a final year student looking for an internship placement to complete my diploma program. My goals for this internship is to broaden my knowledge and learn something new.

EDUCATION

○ **UNIVERSITI TEKNOLOGI MARA NEGERI SEMBILAN REMBAU CAMPUS**

Diploma in Information Management
2022 - 2024
Current CGPA: 3.43

○ **SMK BUKIT CHANGGANG, BANTING**

SPM 2021
2017 - 2022
SPM: 3A 4B

EXPERIENCE

SELERA D’KAMPUNG

31, Kampung Olak Lempit, 42700 Banting, Selangor

JULY 2022 - AUGUST 2022

Casual worker (cashier & waiters)

- processed customers transactions efficiently.
- provided customer service by greeting customers warmly and answer customer questions.
- delivered good customers service by serves the customer with friendly services throughout dining.
- maintained a clean and organized dining area.
- ensure a comfortable dining area for customers.
- managed multiple tables.
- priotizing task effectively.
- ensure timely service.

REFERENCES

AMIRAH BINTI HAJI ABU HASSAN

Pensyarah kanan, UiTM Rembau, Negeri Sembilan

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