

# FAMIZATUL SYAFINA

## BUSINESS TECHNOLOGY & ASSISTANT ADMINISTRATIVE

### ABOUT ME

A detail-oriented and dependable individual with strong organizational and communication skills. Able to manage multiple tasks efficiently while maintaining accuracy and professionalism. Proactive, adaptable, and committed to ensuring smooth daily operations and achieving organizational goals. Works well independently and as part of a team, with a strong focus on productivity and continuous improvement.

### FREELANCE EXPERIENCE

#### 2023-PRESENT

- FREELANCE ASSISTANT ADMINISTRATIVE & DESIGN SUPPORT**
  - Provided administrative assistance through document preparation, data entry, email management, and report organization.
  - Supported clients with business documentation, presentation development, and research tasks using Microsoft Office and Google Workspace.
  - Designed simple yet professional logos to enhance clients' branding and visual communication.
  - Coordinated multiple assignments simultaneously while ensuring timely delivery and maintaining high-quality standards.
  - Maintained effective communication with clients to understand project requirements and deliver accurate results.

### REFERENCES

**Madam Nurhafizah binti Mohd Zolkapli**  
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### EDUCATION

#### UNIVERSITI TEKNOLOGI MARA (UITM)

2024-2027

Bachelor Of Business Technology Management

CGPA: 3.40

#### SIJIL TINGGI PELAJARAN MALAYSIA (STPM)

2022-2024

Sekolah Menengah Kebangsaan Benut

CGPA: 3.60

### SKILLS

- Administrative Support ● ● ● ○
- Microsoft Word ● ● ● ○
- Microsoft Excel ● ● ● ○
- Business Communication ● ● ● ○
- Data Management ● ● ● ○
- Logo Design ● ● ● ○

### CONTACT

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