

Nor Fazila Azhari



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EDUCATION & PROFESSIONAL QUALIFICATIONS	SELANGOR ISLAMIC UNIVERSITY (UIS)	2020 - 2024
	Bachelor in Information Technology (Hons.) (Network Technology)	(CGPA: 3.53)

- Final Year Project: Developing Mobile App-based Parking Reservation System (YouPark).

Foundation of Information Technology	2019 - 2020 (CGPA: 3.57)
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CERTIFICATIONS	<ul style="list-style-type: none">• Google UX Design Professional Certificate. (Coursera)• Google Professional Google Workspace Certificate. (Coursera)• Achieved Dean's List recognition during semester 3 with a 3.7 CGPA.	2024 2024 2022
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EXPERIENCE	INTERNATIONAL MODERN ARABIC SCHOOL (IMAS)	Putrajaya
	Administrative Coordinator	September 2024 - Present
	<ul style="list-style-type: none">• Maintain records for inventory purchases, work schedules, and maintenance reports.• Act as a point of contact between management, HR, and staff for coordination.• Implemented a structured reporting system for better task tracking and accountability.• Conduct patrols to ensure compliance with work standards and report inconsistency.• Supervised and coordinated daily operations of 17 school cleaners and a gardener to ensure cleanliness and task efficiency.	

OSKY INTERACTIVE (M) SDN. BHD.

Front-end Developer Intern

January 2024

- May 2024

- Designed, developed, and coded website for client, which includes improving the user experience, diagnosing root causes, and identifying solutions, primarily using WordPress.
- Responsible in site maintenance for client websites.
- Coordinated with the web development team to developed user interface for OSKY HR System using Laravel, HTML, Tailwind CSS, and Vue JS.

FINAL YEAR PROJECT

UIS

Mobile App-Based Parking Reservation System (YouPark)

January 2023

- October 2023

- Designed and created a mobile app-based parking reservation system using Figma, Android Studio, Java, and Firestore.
- Enabled users to easily find and reserve parking spots through a user-friendly interface.
- Utilized Firestore for real-time database management.

MASZLYNN BOUTIQUE CAFE

2022

RAWDAH BOUTIQUE

2023

Part-time boutique assistant.

- Responsible to ask customer and recommend the best product based on requires and needs.
- Assisted with inventory handling, store operations, and customer service.
- Responsible to update stock in and stock out.

RARA KITCHY

December 2018

Part-time baker.

- February 2019

Managed to prepares, produces, and bakes variety of cakes, pies, and cookies.

**CO-CURRICULAR
ACTIVITIES****UIS INTERNATIONAL STUDENT UNION**

2022 - 2023

Exco Multimedia I

- Collaborated with fellow Exco Multimedia members from other association to coordinate multimedia project.
- Led Exco Multimedia to designed posters, graphics and enhanced digital presence.
- Assisted in organizing and coordinating a diverse range of events including KISU Excellent Award and Hari Pengenalan Persatuan.

- Collaborated with crew team members to ensure smooth operations throughout the event, fostering effective communication and teamwork.
- Provided support to logistic team by assisting with tasks such as venue setup and equipment management.

**SKILLS &
INTERESTS****Technical
Skills:**

- Administration & Coordination
 - Records management, scheduling, reporting, inventory Control.
 - Microsoft Office & Google Workspace.
- IT & Web Development
 - HTML5, Tailwind CSS, Javascript, PHP, WordPress (Beginner), MySQL, Laravel (Beginner), Vue.js.
 - Website content management & maintenance (Troubleshooting & documentation), Redmine, cPanel, Cloudflare, Git (basic).
- Creative & Digital
 - UI/UX Design (Wireframing, Prototyping, Usability Testing), Figma & Canva.
 - Poster design.

Soft Skills:

- Able to work in group and individual environment.
- Eager to learn and adapt quickly.
- Responsible, organized, helpful, and hardworking person.

Languages:

- Malay (Native or Bilingual Proficiency)
- English (Intermediate)

Interests:

- Design, Art, Camping, Reading, Traveling