



AHMAD NAEIMAN BIN AHMAD TAJUDIN

Information Science Graduate | IT & Record Management

Address: Felda Tun Ghaffar Kemendore , 77000 , Jasin , Melaka
Phone: 017-6324977
Email: naeim.tajuddin@gmail.com
LinkedIn: Ahmad Naeiman
Available to commence: Immediately upon internship completion

SUMMARY

Final-year Information Science student at UiTM specialising in Information Content Management, with strong foundations in database management, records management, documentation systems, and data analysis. Experienced in coordinating complex workflows, maintaining accurate information systems, and delivering structured reports. Proven leader with 200+ member organisations, seeking roles in IT support, MIS, records management, procurement, or administration in Melaka.

EDUCATIONAL BACKGROUND

Bachelor of Information Science (Hons) Information Content Management **Oct 2024 - Present**

Universiti Teknologi MARA (UiTM)

- Acquired technical skills in Web design and administration, mobile application development, web archiving, data visualization, and database management.

Diploma in Information Management **Feb 2022 - Feb 2024**

Universiti Teknologi MARA (UiTM)

- Covered core topics such as information skills, information management principles, ICT applications, records management, and access to information.

WORK EXPERIENCE

AI Digital Marketing Intern (Paid Media & Content Creation) **March 2026 - Present**
(Locus-T Sdn Bhd)

- Managed and maintained accurate records of 10 client accounts with a combined monthly ad spend of RM50,000 across Meta Ads and Google Ads.
- Monitored performance metrics (CTR, ROAS, CPC) and flagged underperforming campaigns for review
- Solely managed content operations and daily posting schedule for 34 AI influencer characters across 68 TikTok and Instagram accounts for Senheng, maintaining consistent output throughout the project duration.
- Developed and documented a structured AI content workflow using CapCut AI, Google Flow, LibTV, and ChatGPT Images to standardise and streamline content production processes.

Security Guard (Rakeba Security Sdn Bhd) **April 2024 - October 2024**

- Monitored and managed access control to ensure safety and compliance with procedures
- Maintained accurate daily records and incident reports
- Coordinated with staff and relevant authorities to ensure smooth daily site operations.

PROJECTS

AI Assisted Content Management and Operation System Final Year Project *Universiti Teknologi MARA | Solo | 2026*

- Architected an AI-powered video generation system that replicates content style based on user-attached references
- Managed end-to-end product lifecycle system design, architecture, to deployment

AI Content Creation Pipeline Internship Project *Locus-T Sdn Bhd | 2026*

- Developed AI-generated content for Senheng including UGC-style videos, TVC commercials, and influencer-style creatives
- Built structured AI content workflow using CapCut AI, Google Flow, LibTV, and ChatGPT Images
- Streamlined content production process to reduce turnaround time for client deliverables

SKILLS

Soft Skills

- Team & Volunteer Leadership (200+ members)
- Creativity
- Data-Driven Decision Making
- Communication
- Team Collaboration
- Adaptability
- Cross-functional Coordination
- Documentation & Record Keeping
- Analytical & Problem Solving

TECHNICAL SKILLS

- Data Visualization
- Web Design & Development
- Database Management
- Web archiving.
- Mobile Application Developer
- Meta Ads Manager & Google Ads
- Prompt Engineering
- AI Content Workflow Design
- Campaign Performance Analysis
- Google Analytics / Meta Business Suite

TOOLS

- Flutter Flow
- Joomla
- Wordpress
- Drupal
- Wix
- Canva
- Adobe Photoshop
- Adobe Premiere Pro
- Microsoft Excel and Word
- Rstudio
- Power BI
- MySQL
- HTTRACK
- phpMyAdmin

CODING LANGUAGES

- Python, C++, JavaScript, PHP, HTML, CSS , SQL,

ACTIVITIES AND INVOLVEMENT

President of Information Content Society (iCONS) Led the organisation in planning and coordinating academic and student activities	Mar 2025 - Present
President of Persatuan Briged Sukarelawan UiTM Johor - Led organisational activities and coordinated volunteers for programmes and events - Managed planning, communication, and team coordination	May 2023
Vice President of Majlis Perwakilan Komander Kesatria UiTM Johor - Assisted in leadership decision-making and organisational planning - Coordinated communication between committees and members.	May 2023

ACHIEVEMENT

Leftenan Muda Kesatria siri ke 19 UiTM se Malaysia
Commissioned as a Second Lieutenant, demonstrating leadership and discipline

ANUGERAH PEMIMPIN TERBAIK FAKULTI 2025
Awarded for outstanding leadership and contribution to faculty

ANUGERAH KELAB KEPIMPINAN TERBAIK 2023
Awarded for outstanding leadership and contribution to club management

LANGUAGE

- English (Fluent)
- Malay (Fluent)
- Arabic (Intermediate)

RESOURCE PERSON

Dr. Mohammad Fazli Baharuddin
Industrial Training Supervisor
Phone: 0 19-424 4356
Email: fazli811@uitm.edu.my