



# DATA & DIGITAL BUREAU

YASMEEN ATIFA BINTI MOHD YASIN

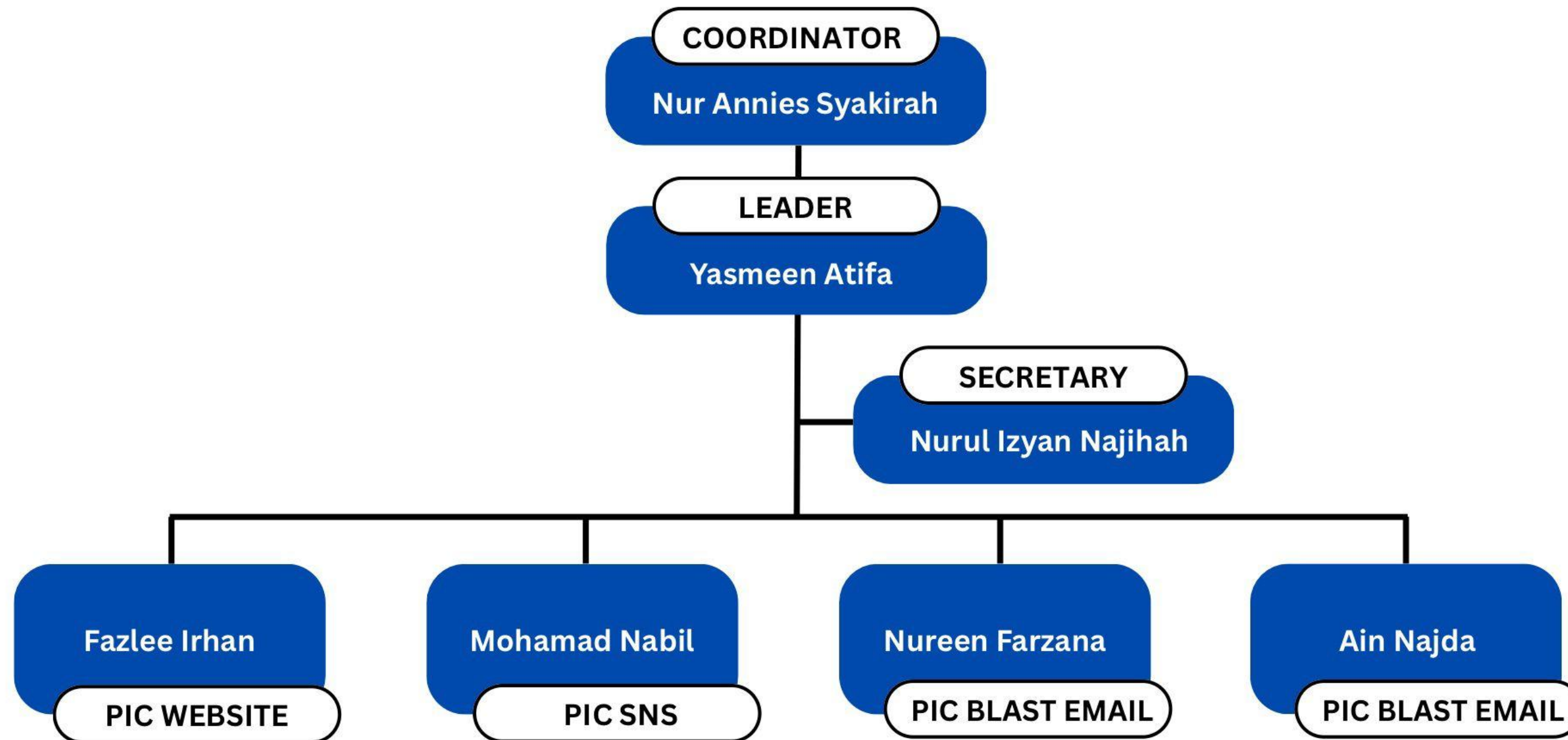
NURUL IZYAN NAJIHAH BINTI KUSUADI

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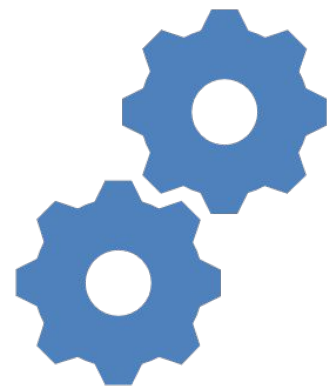


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# Committee Members



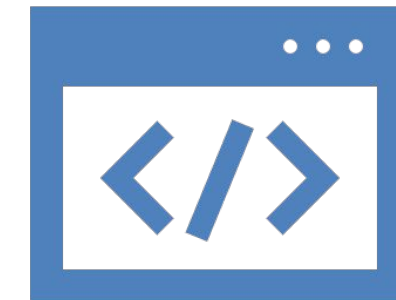
# Responsibility & Task



Managing and maintaining  
MSAJ's digital assets



Oversee MSAJ's data privacy  
including our social media  
accounts and other assets.



Associate with website update  
and ensure it reflects MSAJ  
activities.

# Achievements



## 1. MSAJ Newsletter

Frequent MSAJ newsletter distributions to share job opportunities and seminars benefiting Malaysian students in Japan.

## 2. MSAJ Website

Updated the MSAJ website with current and upcoming events for this term.

# Achievements



## 3. Social Media Platform & Digital Assets Access Control

Managed and controlled the accounts to ensure smooth delivery of information, engagement and usage for everyone

## 4. Annual Survey on Malaysian Students' Distribution in Japan

Collected data that can help MSAJ improve programs, attract sponsorships, and advocate for student needs.

## Knowledge Gained



Acquired **technical skills** in website, social media, and digital asset management.

Developed **teamwork and collaboration skills** through group tasks requiring close cooperation.



# Challenges



1. Time management & workload balance
2. Adjustment period for new members & leadership transition
3. Technical skill gaps
4. Uneven workload distribution among members
5. Lack of standardized references (SOPs)
6. Communication & coordination challenges

## **Future Improvements**



1. More frequent meetings
2. Clear guidance for new members and new leaders.
3. Provide basic technical training and skill-sharing sessions.
4. Develop standardized SOPs and reference materials.

**Thank  
you!**