

NIK NOOR AISYAH BINTI MOHAMAD DAUD



WORK EXPERIENCE

LIBRARIAN ASSISTANT | JAN 2018 – MAY 2018 Perpustakaan Awam Kelantan

- Cataloging and arranging book stocks to ease the user finding the resources.
- Update library board with the latest information.
- Register new user and maintaining and updating user profile.

PERSONAL INFORMATION

Address

NO 16ES KAMPUNG KOK PASIR JALAN PENGKALAN
CHEPA 15400 KOTA BHARU KELANTAN

Phone

019-9129198

Email

niknooraisyahmohddaud@gmail.com

LANGUAGES

Malay



English

Proficient



Arabic

Proficient



Intermediate

SOFTWARE SKILLS

Microsoft Office



Excellent

Adobe Photoshop



Excellent

Adobe In Design



Excellent

HTML



Good

Adobe Premier



Good

EDUCATION

BACHELOR OF INFORMATION SCIENCE (HONS.) RECORD MANAGEMENT | 2022 - CURRENT

University Technology MARA Puncak Perdana

DIPLOMA OF INFORMATION MANAGEMENT | 2019 - 2022

University Technology MARA Machang, Kelantan

Dean Award: Sem 3 & 5

MUET: Band 4

CGPA: 3.67

HIGH SCHOOL | 2013 -2017

Sekolah Menengah Kebangsaan Dato' Ahmad Maher

Sijil Pelajaran Malaysia (SPM): 4A 3B 1C

Pentaksiran Tingkatan 3 (PT3): 6A 1B+ 1C

CERTIFICATE/ACTIVITIES

1. Secretariate of Information Record Management Club (I-REC), **(2022-Current)**
2. Exco Multimedia of Association Information Scientist (AIS), **(2020-2021)**
3. Secretariate of Association Information Scientist (AIS), **(2019-2020)**
4. Committee Member of Hari Bersama Ahli by UiTM Click Club (U'Click), **(2020)**
5. Volleyball Athlete Representative of UiTM Kelantan in Karnival Sukan Mahasiswa (KARISMA), **(2019)**
6. Volleyball Athlete Representative of UiTM Kelantan in Kejohanan Sukan IPT Pantai Timur (SIPTAR), **(2019)**

PERSONAL SKILLS

Team Working



Excellent

Communication



Excellent

Leadership



Excellent

REFERENCES

Name Surname

Position, Company's Name

email | 012-3456789