




# NOR ATIQAHA BINTI AZHAR

 011-21095932

 atiqahhazhar27@gmail.com

 No. 63 Persiaran Putera 6/2,  
Bandar Baru Putra

## SKILLS

- Microsoft Skill
- Basic Microsoft Excel and Power BI
- Communication Skill
- Teamwork
- Time Management

## LANGUAGES

- Bahasa Melayu (Excellent)
- English (Good)
- Arab (Basic)

## REFERENCES

**ENCIK MAHADI MAHMOOD**  
UNIVERSITI TEKNOLOGI MARA,  
KEDAH

**Email:** mahadi147@uitm.edu.my

## SUMMARY

Library Management student with 3 years of hands-on experience in AACR, cataloging, and RDA, ensuring well-organized and accessible collections. Recognized for strong collaboration and interpersonal skills and fostering effective teamwork.

## EDUCATION

**2020 - 2022**

**DIPLOMA IN LIBRARY MANAGEMENT |  
UNIVERSITI TEKNOLOGI MARA KEDAH**

- Got CGPA : 3.59 and graduated on July 2022
- Qualification : Secretary of Association of Library Management

**2023 - 2025**

**COLLEGE OF COMPUTING, INFORMATICS AND  
MATHEMATICS BACHELOR OF INFORMATION SCIENCE  
(HONOURS) LIBRARY MANAGEMENT | UNIVERSITI  
TEKNOLOGI MARA, KEDAH**

- Got Muet Band 4

## WORK EXPERIENCE

**INTERNSHIP | PERPUSTAKAAN TUN ABDUL RAZAK, UITM  
SERI ISKANDAR**

FEBRUARY - APRIL 2022

- Assist library users in locating materials using the OPAC system and finding them on the shelves
- Perform preservation tasks, including replacing book covers and rebinding books
- Carry out cataloging for newly acquired materials

**AGENT (AMORE COOKIES) | ONLINE BUSINESS**

APRIL - JULY 2022

- Promote and market products online

**NIASE SDN BHD**

JULY - OCTOBER 2022

- Serve as customer service support, assisting, engaging with, and responding to customer inquiries