



INTAN NIK NURJANNAH BINTI MAT DARUS

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PROFESSIONAL SUMMARY

A motivated professional with a Diploma in Library Management and an ongoing Bachelor of Information Science (Hons) in Library Management from UiTM Cawangan Kedah, Kampus Sungai Petani. Boasting 2 years of diverse work experience ranging from kitchen assistance, office administration, to production operations, alongside a rich internship experience at Penang Public Library. Proficient in Microsoft Office, Canva, and has a foundational understanding of Adobe Creative Suite. Demonstrates strong leadership, communication, and organizational skills. Eager to leverage expertise and a positive, proactive attitude in a challenging role, aiming to contribute significantly to an organization that values innovation and dedication.

EDUCATION BACKGROUND

Oct 2023 — Feb 2025	Bachelor of Information Science (Hons) Library Management, Universiti Teknologi MARA	Sungai Petani, Kedah
Oct 2021 — Feb 2023	Diploma in Library Management, Universiti Teknologi MARA	Sungai Petani, Kedah

INTERNSHIP EXPERIENCE

Feb 2023 — Mar 2023	Intern, Penang Public Library	Perai, Pulau Pinang
<ul style="list-style-type: none">Enabled patrons to effectively utilize library resources by assisting with book locations and inquiries, enriching the user experience.Played a pivotal role in maintaining the library’s organizational system, ensuring materials were accessible and well cataloged.Facilitated patrons' research by guiding them through online databases and reference materials, improving their research outcomes.Actively assisted in the planning and execution of library events, engaging the community and enhancing library programming.Kept accurate records of library materials, borrower information, and circulation statistics, ensuring data integrity.Provided essential technical troubleshooting for library equipment, aiding patrons in the seamless use of resources.Supported the library’s collection development by evaluating and selecting new materials, ensuring the collection's relevance and diversity.Contributed to the library's promotional efforts, using social media, posters, and flyers to raise awareness of services and events.Designed and implemented creative programs for children, including storytelling, arts and crafts, fostering a love for reading and supporting educational development.		

WORK EXPERIENCE

Sep 2019 — Mar 2021	Part-Time Kitchen Helper, Teratak Krew Katering & Restoran	Sungai Petani, Kedah
<ul style="list-style-type: none">Prepared food items for cooking and serving, ensuring high standards of hygiene and quality.Worked collaboratively with the kitchen staff to optimize meal preparation and customer service.Maintained a clean and organized kitchen environment, adhering to health and safety guidelines.Assisted in managing food inventory and supplies, contributing to the restaurant's efficiency.		
Aug 2021 — Oct 2021	Part-Time Production Operator, Ruho Corporation Sdn Bhd	Butterworth, Pulau Pinang
<ul style="list-style-type: none">Operated and monitored production machinery, ensuring efficiency and quality of output.Maintained a safe and clean work environment, complying with company policies and safety standards.Contributed to meeting daily production targets through effective operation and teamwork.Performed quality checks on products, ensuring they met the required standards before packaging.		
Mar 2021 — Apr 2021	Part-Time Office Assistant, Letswork Services	Sungai Petani, Kedah
<ul style="list-style-type: none">Organized and maintained document records and data, ensuring accuracy and easy access.Engaged with clients to promote the company's products and services, enhancing customer relations.Created and managed social media content, increasing the company's online presence and engagement.Developed and distributed marketing materials, including infographics and posters.		

COMMUNITY ENGAGEMENT	<ul style="list-style-type: none">• Event Crew, The Little Mermaid Colouring Contest & Health Week 2023, Riverfront City: Contributed to organizing and managing community events, enhancing event planning and execution skills.• Program Gaia Raya 2024, Riverfront City: Supported in organizing colouring contests and Sumbangan Bantuan Rahmah, demonstrating organizational skills and a commitment to community service.• Festival Merdeka 2023, Riverfront City: Played a key role in event setup and coordination, further solidifying skills in event management and public engagement.• Animal Welfare Advocate: Rescued and provided safe homes for over 20 stray and pregnant cats, demonstrating a deep commitment to animal welfare and community service.		
TECHNICAL SKILLS	<ul style="list-style-type: none">• Computer Software: Proficient in Microsoft Office Suite, Canva, with basic skills in Adobe Photoshop, Illustrator, InDesign, and Animate.• Social Media & Design: Competent in designing infographic posters and promoting content across social media platforms.		
SOFT SKILLS	<ul style="list-style-type: none">• Strong leadership capabilities, evidenced by successfully leading various team-based activities.• Exceptional communication skills, both in written and verbal forms, ensuring effective information dissemination.• High adaptability to new environments and challenges, with a keen focus on problem-solving.• Proven track record of teamwork, fostering collaborative efforts to achieve common goals.• Demonstrated attention to detail and organizational skills, essential for efficient project management and execution.		
ADDITIONAL INFORMATION	<ul style="list-style-type: none">• Holder of OKU (Orang Kurang Upaya) status with a specific physical disability. Demonstrates a proactive approach to overcoming challenges and advocates strongly for workplace inclusivity and accessibility.		
LANGUAGES	Malay	Native or Bilingual Proficiency	English Full Professional Proficiency
REFERENCES	References available upon request.		