



Intan Nik Nurjannah

Diploma in Library Management

CONTACT ME

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EDUCATION

Primary School

Sekolah Kebangsaan Sikamat
2011-2015
(UPSR - 5A'S)

Secondary School

Sekolah Menengah Kebangsaan Sungai Tiang
2016-2018
(PT3 - 7A'S)

Sekolah Menengah Kebangsaan Bakar Arang
2019-2020
(SPM - 4A'S)

University

UiTM Cawangan Kedah, Kampus Sungai Petani
2021-Present
(Semester 1 - 3.94)
(Semester 2 - 3.74)

SKILLS

Computer Skills

- Proficient in using Microsoft Word, Excel, and Canva
- Have basic skills in Adobe Photoshop, Illustrator, InDesign, and Animate

Languages

- Able to communicate well in Malay and English languages

Interpersonal Skills

- Primary ability in writing and presentation skills
- Strong Leadership Skills
- High level of communication skills
- Good Team Player

WORK EXPERIENCE

Part Time - Kitchen Helper 2019 - 2021

Teratak Krew Katering & Restoran I Taman Ria, Sungai Petani

- Washed, and cut various foods, such as fruits and vegetables, to prepare for cooking and serving.
- Work together with the kitchen team to assist in the preparation, service, and sale of meals.
- Perform additional relevant tasks as required or assigned, under the direct supervision of the kitchen manager.

Part Time - Office Assistant MARCH 2021 - APRIL 2021

Letswork Services I Taman Pekan Baru, Sungai Petani

- Creating, providing, and maintaining document records and data information either on the online system or in the catalogue cabinet so that it will keep up to date, clean, and organized for other personnel to utilize.
- Develop some skills in advising clients about the importance and benefits of the company's products and services.
- Designed infographic posters related to the company's products as well as handled and promote them in the company's social media.

Part Time - Production Operator JULY 2021 - OCTOBER 2021

Ruho Corporation Sdn Bhd I Kampung Sungai Puyu, Butterworth

- Responsible for safety and maintaining a safe and clean working environment.
- Operated production machines, while observing packaging operations for proper wrapping.
- Assure a smooth and fast operation during the sewing and packaging book processes to reach daily manufacturing goals.