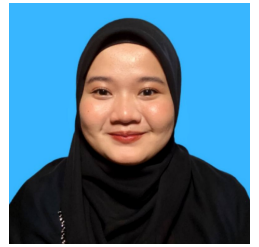


# NUR MIZA FARZANA MUKHIDDIN

@ mizafzana47@gmail.com  
011-53362114

No 20F, Jln Kampung Jawa, Kampung  
Changkat Tualang, Kota Bharu, 31610,  
Gopeng, Perak



## EDUCATION

2023-2025	<b>Universiti Teknologi MARA</b> Bachelor of Information Science (Hons) Library Management 3.81
2020 - 2022	<b>Universiti Teknologi MARA (UiTM)</b> Diploma in Library Management 3.74

## INTERNSHIP

- **Intern at Tun Abdul Razak Library (UiTM Perak Branch)**
  - Performed cataloging, archival tasks, and shelving to maintain an organized and accessible collections.
  - Utilized Archive Management Systems for efficient record-keeping and resource tracking.
  - Managed the disposal process for outdated or damaged materials following library protocols.
  - Assisted users in navigating the library's online database (OPAC) for efficient resource discovery.
  - Managed to create and design slides for online library exhibitions.

## EXPERIENCE

2021 - 2022	<b>Gadget Street Ipoh</b> Saleswoman <ul style="list-style-type: none"><li>- Managed to handle both online and walk-in customers.</li><li>- Promoted items on social media and created additional contents for marketing and advertisement.</li><li>- Collect order and reviews from customers</li></ul>
January 2020 - Mac 2020	<b>SMK Seri Teja Co-op</b> Sales Assistant <ul style="list-style-type: none"><li>- Resolve customer complaints, guide them and provide relevant information</li><li>- Responsible to ensure the pricing and display items were in the right and proper condition.</li></ul>

## SKILLS

- Knowledge in MS Office package (Word, Power point & Excel)
- Basic in Adobe Photoshop and Adobe Illustrator

## ACHIEVEMENTS & AWARDS

- Vice Chancellor Award (2022)
- Auditor for Association of Library Management UiTM Kedah (2021)
- Exco Academic for Association of Library Management UiTM Kedah (2020)

## ACTIVITIES

- Secretary for "Muzium Ke Sekolah: MRSM Merbok" collaboration with (Muzium Arkeologi Lembah Bujang)
- Head of program for Memory Ramadhan "Photography Competition"
- Assistant program leader for "Sembang Santai Bersama Pihak Fakulti"

## LANGUAGES

- Malay (Native and full professional proficiency)
- English (Advanced)

## REFERENCE

- **Encik Mahadi Mahmood - "Universiti Teknologi MARA, Kedah"**  
Lecturer  
mahadi147@uitm.edu.my