

MUHAMMAD FARIES HAFIZ

INFORMATION MANAGEMENT UNDERGRADUATE

PERSONAL PROFILE

A last semester student pursuing a diploma in Information Management, get to work with 2 different units in Department of Information Technology & Knowledge Infrastructure in Tun Seri Lanang Library as intern and have practical experience in utilizing various software tools

WORK EXPERIENCE

Internship

Tun Seri Lanang Library | Feb 2024 - Mar 2024

Department of Information Technology &
Knowledge Infrastructure

Unit Multimedia

- Maintaining the condition of multimedia's material from in terms of security and environmental measure
- Organize for better experience in retrieving the material

Unit Preserving & Digitalizing

- Digitalizing library's material from old multimedia format into website
- Maintenance work for multimedia material to prolong the lifespans

EDUCATIONAL HISTORY

Diploma in Information Management

Universiti Teknologi Mara | Mar 2022 - Present

Project

- ENT300: Come up with business plan and business opportunity
- IMD261: Built a database for business information professional
- IMD262: Determines workflow for internal and external transaction for the proposed organization



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SKILLS SUMMARY

- Programming in language c++, html, and sql
- Familiar with Adobe Photoshop, Indesign, Illustrator, and Acrobat
- Basic Troubleshooting
- Develops database with CRUD (create, read, update, delete)
- Infographic/poster creation in disseminate information

CURRICULUM ACTIVITES

- Joins a books arrangement workshop by Unit of Customer Service at Tun Seri Lanang Library
- Visiting Universiti Kebangsaan Malaysia (UKM) branches library