

# NURUL NAEMAH BINTI SALIM



## ABOUT ME



011-24144928



nurulnaemahsalim@gmail.com



1624, Lorong Air Putih,  
Jalan Kota Tanah,  
05050, ALor Setar, Kedah

## LANGUAGE

- Malay
- English (Intermediate)
- Chinese (beginner)

## SKILLS

- Management Skills
- Creativity
- Digital Marketing
- Software Skills
- Critical Thinking
- Leadership
- Communication
- Teamwork
- Technical

## SUMMARY

Creative and resourceful Information Management student with experience in multimedia production, scriptwriting, and customer service. Skilled in teamwork, leadership, and problem-solving, with a passion for digital marketing and information systems. Fluent in Malay, with intermediate English and basic Chinese. Seeking to apply my skills in a dynamic environment to contribute to organizational success and advance my expertise in library management.

## WORK EXPERIENCE

<b>Part time customer service crew</b>	MAR 2023
<b>Nando's Aman Central</b>	-
	JUL 2023
<ul style="list-style-type: none"><li>• Provided exceptional customer service in a fast-paced environment, assisting guests with orders and inquiries to ensure a positive dining experience.</li><li>• Managed daily operations, including order handling and team coordination, maintaining a high standard of customer satisfaction.</li></ul>	

## ACADEMIC ACHIEVEMENT

<b>Script Team Leader</b>	NOV 2024
<i>Sketsa Mandarin, Festival Bahasa: Familia 2024</i>	
<ul style="list-style-type: none"><li>• Collaborated with the script team in developing the script for the performance. Our class was awarded Best Performance at the festival.</li></ul>	
<b>Multimedia Team Member</b>	DEC 2022
<i>Community Outreach Program/ Information Festival: Mental Health Talk, Hand to Hold: "You Never Walk Alone" 2022</i>	
<ul style="list-style-type: none"><li>• Contributed to the creation and coordination of multimedia content for the event, helping to engage the community in discussions about mental health.</li></ul>	
<b>Academic Visit Participant</b>	DEC 2022
<i>Road Trip to Kuala Lumpur: Perpustakaan Negara Malaysia (PNM), Bank Negara Malaysia (Sasana Kijang), Perpustakaan Raja Tun Uda (Selangor)</i>	
<ul style="list-style-type: none"><li>• Joined a team on an academic visit to enhance practical knowledge and gaining insights into national library, public library and archival system.</li></ul>	

# EDUCATION

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## University of Technology MARA, UiTM KEDAH

Bachelor of Information Science (Honours)  
in Library Management

- Dean's List: Semester 3 & Semester 4
- Current CGPA: 3.75

OCT 2023

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Present

## University of Technology MARA, UiTM KEDAH

Diploma in Information Management

- Dean's List: Semester 1, Semester 2, Semester 3, Semester 4 & Semester 5
- CGPA 3.63 ((ANC)
- Malaysian University English Test (MUET): Band 4.0

OCT 2020

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FEB 2023

# REFERENCES

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## ENCIK MAHADI BIN MAHMOOD

*Academic Advisor, Uitm Kampus Sungai Petani, Kedah*

**Phone:** 04-456 2605

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