# NUR NAJIHAH BINTI MOHD ZUBIR

DIPLOMA IN LIBRARY INFORMATICS
UNIVERSITI TEKNOLOGI MARA (UiTM)

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## CAREER OBJECTIVE

Seeking an internship opportunity in the field of Library of Informatics to gain practical experience and hands-on training. Driven by a passion for lifelong learning and knowledge management, I aim to contribute to the effective organization and accessibility of library resources while developing skills in a dynamic and evolving field.

## PERSONAL PARTICULARS

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|---|---|
| **Name** | : Nur Najihah Binti Mohd Zubir |
| **Age** | : 20 Years Old |
| **Address** | : No 4-4-11 Gugusan Kantan 4, Jln Nuri 7/4 Seksyen 7 Kota Damansara PJ Selangor |
| **Date of Birth** | : 12$^{th}$ May 2004 |
| **Gender** | : Female |
| **Marital Status** | : Single |
| **License** | : D |
| **Race** | : Malay |
| **Religion** | : Islam |
| **Nationality** | : Malaysian |

## EDUCATION

**2023 – Current** Universiti Teknologi MARA, Kampus Sg Petani – Diploma in Library Informatics

## WORK EXPERIENCE

**Cake Decorator**                                                        **Sugar Candy Sdn Bhd**

**June 2022 – February 2023**

- Designed and decorated cakes using techniques like piping, fondant shaping, airbrushing, and edible decorations.
- Worked closely with customers to understand design requests and themes for special occasions.
- Ensured all cakes and desserts met taste, texture, and appearance standards.
- Maintained inventory of cake decoration materials and supplies.
- Collaborated with bakers and other team members to manage multiple orders in a fast-paced environment.

**Pastry maker**                                                        **Let's Dessert Bakery**

**19$^{th}$ Aug 2024 – 30$^{th}$ Sept 2024**

- Supported the pastry team in preparing various pastries such as croissants, cakes, cookies, and tarts.
- Followed recipes and instructions to ensure consistent quality and taste.
- Measured and mixed ingredients accurately as per the chef's instructions.
- Ensured work areas, tools, and equipment were sanitized in compliance with health standards.
- Assisted with stock checking, packaging, and preparing orders for customers.

## SKILLS

**Computer / Technical Skills**
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
- Exposure to Python, SQL language, Laragon, and Online GDB.
- Knowledge of cataloguing systems and practices for organizing and managing library resources.

**Languages**

- Strong written and verbal communication in both English and Malay.

## REFERENCE

Sharunizam Shari
Lecturer of Faculty of Computing,
Informatics and Mathematics (Industrial
Training) in UiTM Technology MARA
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