

SYA'IMA BINTI SHAARY

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SUMMARY

A motivated and detail-oriented student from Universiti Teknologi Mara (UiTM) with a Bachelor of Information Science (Hons) Library Management with a current CGPA of 3.53. Knowledgeable in library operations, cataloguing, digital resources, and basic records management. Strong in communication, time management, adaptability, and teamwork. Experienced in using Microsoft Word, Canva, and basic library management tools. Eager to apply academic knowledge in a practical environment and gain valuable experience through internship opportunities related to library and information services.

EDUCATION

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| Universiti Teknologi Mara (UiTM) | Merbok, Kedah |
| Bachelor of Information Science (Hons) Library Management , CGPA : 3.53 | October 2023- Present |
| Kelantan Matriculation College | Pasir Puteh, Kelantan |
| Module III (Computer Science) , CGPA : 3.02 , MUET : Band 4 | July 2022- May 2023 |

ACTIVITIES & INVOLVEMENT

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| UiTM Kedah | October 2023- Present |
| <ul style="list-style-type: none">• Treasurer in publishing academic journal (Shaping Future Knowledge Landscapes: Abstracts in Information Science and Emerging Frontiers).• Participant in Sambutan Hari Arkib Antarabangsa Peringkat UiTM Cawangan Kedah 2025.• Participant in Program Hasil Your Tax Buddy (HYTB) @ IPT Negeri Kedah 2024. | |
| Malaysian Red Crescent (BSMM) Club UiTM Kedah | April 2024- July 2025 |
| <ul style="list-style-type: none">• Head treasurer of BSMM Club• Treasurer of Program The Red Challenge: Save & Survive• Protocol Executive of Seminar Kecemasan Tanpa Amaran : Persediaan Pertolongan Cemas• Protocol Executive of Program Sentuhan Kasih Mesra• Treasurer of Program Family Day BSMM• Welfare and Safety Bureau of Program Let's Go Zoomanji | |

ACHIEVEMENT

- Dean's List Award in Semester 2, 3 and 4

ADDITIONAL INFORMATION

- **Technical Skills:** Microsoft Words (Intermediate), Microsoft Excel (Intermediate), Canva (Intermediate), Video Editing (Intermediate)
- **Languages:** Malay (Native), English (Proficient)
- **Soft Skills :** Time management, Communication, Leadership

REFERENCES

MAHADI BIN MAHMOOD

Lecturer / Advisor

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