

AISHAH NABILAH

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SUMMARY

I am a 22 year old final year student from currently pursuing a Bachelor of Information Science (Hons) in Library Management. I am a friendly, organized, and responsible individual who is eager to gain hands-on experience through an internship. I am confident that my enthusiasm to learn and my strong communication skills will allow me to contribute effectively to your organization while developing valuable knowledge in the field of library and information management.

EDUCATION

Universiti Teknologi MARA (UiTM) Kedah

Sep 2023 - Present

(Bachelor in Library Management)

- **Relevant Coursework:** Cataloguing & Classification, Reference & Information Services, Library Automation & Technology and Information Literacy & User Education
- **current GPA:** 3.32

Sekolah Menengah Kebangsaan Abu Bakar, Temerloh

2021 - 2023

(Sijil Tinggi Pelajaran Malaysia, STPM)

WORK EXPERIENCE

Restaurant Assistant, Muadzam Shah (Local Eatery)

May 2023 - Aug 2023

- Assisted in taking customer orders and serving food and beverages.
- Helped maintain cleanliness and organization in the dining area.
- Developed strong communication, teamwork, and time management skills.

Dropship Agent (Online Business)

Dec 2023 - Oct 2024

- Promoted and sold products through social media platforms.
- Managed customer inquiries, orders, and delivery arrangements.
- Gained valuable experience in online marketing and basic entrepreneurship

EXTRACURRICULAR ACTIVITIES

Book Coffee Table Project: "Unity in Diversity"

- Collaborated with students from Universitas Airlangga (UNAIR), Indonesia, to produce a book titled Unity in Diversity as part of a cultural and academic exchange project.

Program "READVENTURE: Revitalise the Reading Spirit"

- Took part as a high council committee member in a literacy outreach program held at a primary school in collaboration with Perpustakaan Badlishah, UiTM Kedah.

Program "Sentuhan Kasih"

- Took part in a 2 day community service program at an orphanage, helping to organize activities and interact with the children.

ADDITIONAL INFORMATION

- **Software:** Microsoft Office (Words, Excel & PowerPoint) , Google Workspace (Docs, Sheets & Slides), PowerPoint, Canva, Capcut
- **Softskills:** Teamwork & Collaboration, Adaptability, Time Management, Problem Solving & Critical, Confidentiality & Integrity
- **Languages:** Malay (fluent), English (Intermediate)
- **Reference:** Sir Mahadi bin Mahmood (Senior Lecturer) | +014-9449848 | mahadi147@uitm.edu.my