



# NAURAH QISTINA BINTI MOHD RADZI

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## SUMMARY

I am a 3<sup>rd</sup> year student of Bachelor in Information Science (Hons) Library Management from Universiti Teknologi Mara (UiTM) Cawangan Kedah, currently looking for an internship opportunity to utilize and expand my knowledge and skills. I am computer literate and have a big passion to explore new knowledge. Work great in team and reliabe.

## WORK EXPERIENCE

**Family Mart | Food and Beverage Attendant - Contract** **April 2022 - Jun 2022**

- Finish 1-week training of Food Handler Training and getting certificate for safe food handling
- Operate the cash register and credit card machine to process customer payments
- Work closely with customer services to enhance customer’s experience with the shop
- Performed opening and closing duties as required

## EDUCATION

**Universiti Teknologi Mara (UiTM) Cawangan Kedah** **October 2023 - Present**  
Bachelor of Information Science (Hons) Library Management

**Kedah Matriculation College** **July 2022 - Mac 2023**  
Science

- CGPA: 3.08

## SKILLS

- **Google Software:** Google Docs, Google Sheets, Google Slides etc.
- **Microsoft Office:** Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Power BI etc.
- **Canva**
- **Elementary in SPSS**
- **Language:**
  - Native speaker of Bahasa Melayu
  - Fluent in English
  - Elementary in Arabic

## LEADERSHIP AND SOCIAL INVOLVEMENT IN UNIVERSITY AND COMMUNITY

- **PTPM 2024 at Albukhary International University | Volunteer: Food Committee | 6 - 8 October 2024**
- **Field Trip to UOW Batu Kawan and UiTM Cawangan Pulau Pinang | Member | 27 May 2025**

Part of the program organized (Role, Program Name, Location):

- 1. Program Leader, “Readventure: Revitalize The Reading Spirit”, SK Jalan Pegawai (3 December 2025)**
  - Outreach program involving elementary school students
  - To foster the student’s reading spirit and giving them insights of the untold responsibilities of librarian
  - In control to oversees the program from start to finish
- 2. Committee Member, Book Publishing: “University in Diversity: UiTM Kedah x UNAIR”, UiTM Kedah (May 2025 - July 2025)**
  - Book publishing project for coursework
  - The project involving students from University of Airlangga that was on a field trip to UiTM Kedah
  - In control of the writing the contents and publishing process of the book