



NAURAH QISTINA BINTI MOHD RADZI

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SUMMARY

I am a 3rd 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 reliable.

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