

**NUR SYAFIQAH BAITY**

**BINTI MOHD FUAD**



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### **Objective**

Motivated and responsible Information Science student seeking an industrial training placement to apply academic knowledge in a real working environment. Dedicated to improving skills in library management, digital cataloging, and data analysis while contributing positively to the organization.

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### **Education**

#### **Universiti Teknologi MARA Cawangan Kedah (EXPECTED GRADUATION-2027)**

Bachelor of Information Science (Hons) Library Management (Current CGPA: 3.32)

Focus areas: Cataloging, Digital Libraries, Information Retrieval, and Knowledge Management, Database Management System, Digital Publishing, Entrepreneurship, Library Analytic and Metric, Research Method

#### **Sekolah Menengah Kebangsaan Syed Ibrahim, Pendang, Kedah (2021-2023)**

Sijil Tinggi Persekolahan Malaysia (3.25)

MUET (Band 4)

#### **Sekolah Menengah Kebangsaan Sungai Tiang, Pendang, Kedah (2016-2020)**

Sijil Pengajian Malaysia (4A 1B)

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### **Skills**

**Technical Skills:** Cataloging, HTML Coding, Power BI, Microsoft Excel, Microsoft Word, Canva, Mendeley

**Soft Skills:** Communication, Problem Solving, Teamwork, Time Management, Adaptability

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### **Experience & Involvement**

#### **Library Management Society, UiTM Kedah (Active Member)**

- Participated in organizing academic and reading-related activities.

#### **Majlis Perwakilan Pelajar (Student Representative Council) (Former Member - Form 6)**

- Organized student activities and improved communication between students and staff.
- Strengthened leadership, decision-making, and teamwork abilities.

**READVENTURE Program Committee Member**

- Assisted in planning and managing reading-related programs and competitions.
- Contributed creative ideas to improve event participation and outreach.

**Forum AI (Participant)**

- Joined a university-level forum discussing the use of Artificial Intelligence in managing information resources.
- Gained insights into how AI supports cataloging, data analysis, and library automation.

**Languages**

Malay - Native

English - Fluent

Mandarin – Intermediate

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**Personal Qualities**

- Eager to learn and take on new challenges.
  - Able to work well in teams and independently.
  - Strong sense of responsibility and discipline.
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**Reference**

Mahadi Bin Mahmood

Senior Lecturer

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