

# NUR BALQIS BATRISYIA BINTI SYAMSUL MU'ARIF

Kuala Kangsar, Perak | +60-132670270 |

balqisarif97@gmail.com | linkedin.com/in/balqisarif



## Career Objectives

---

A dedicated Library Management student from University Teknologi Mara (UiTM) Kedah, seeking an internship opportunity to apply cataloging, data management, and communication skills while contributing to efficient library operations and digital resource organization.

## Education

---

**Universiti Teknologi MARA, Sungai Petani, Kedah | Bachelor of Information Science (Hons.) Library Management**      **2023 – Expected Graduation: 2027**  
**Current CGPA: 3.48**

- Dean List on Semester 3/2025 and Semester 4/2025.
- Relevant Coursework: Digital Publishing, Subject Cataloging (AACR, DDC, LCC, LCSH, etc.), Research Methods, Database Management System, Information Systems, Entrepreneurship, Knowledge Management, Information Retrieval, Digital Libraries, Library Analytics and Metrics, Information Ethics and Law,

**SMK Clifford, Kuala Kangsar, Perak | Sijil Tinggi Persekolahan Malaysia (STPM)**  
**CGPA: 3.45**      **2021 – 2023**

**MUET (4.5)**

Bahasa Melayu (**A-**), Pengajian Am (**B**), Pengajian Seni (**A**), Kesusasteraan Melayu Komunitif (**B**)

**Maktab Rendah Sains MARA Lenggong, Perak | Sijil Pelajaran Malaysia (SPM)**  
**3A**      **2016 – 2020**

## Leadership Experience

---

- **President – Library Management Club (BLiBs) (2025)**
  - Lead club operations, meetings, and event planning to promote reading and information awareness among students.
  - Coordinate communication between faculty and members to strengthen engagement.

- **Program Director (Ketua Program) – Annual Grand Meeting 2025**
  - Oversaw the full planning and execution of the BLiBs Annual Grand Meeting.
- **Student Representative (Perwakilan Mahasiswa) – Bachelor of Library Management**
  - Represented faculty students in academic and welfare discussions with university management.
  - Participated in decision-making processes and student engagement activities.
- **Program Director, Forum AI (2025)**
  - Oversaw event preparation, managed guest speakers, and ensured smooth coordination throughout the program.
- **Committee Member (AJK Perhubungan Luar) – Merbok Book Festival 2024**
  - Coordinated external communication and collaboration with festival organizers.
- **Committee Member (AJK Perhubungan Luar) – BLiBs (Semester 2–3, 2024/2025)**
  - Assisted in networking and partnership activities with external organizations.
- **Committee Member (AJK Protocol) – Readventure Event 2025**
  - Ensured smooth program flow, guest welcoming, and event protocol management.

## **Skills**

---

Technical: Microsoft Office, Canva, SQL, HTML, Power BI, SPSS

Soft Skills: Leadership, Event Management, Communication, Teamwork, Problem Solving

## **Languages**

---

- English – Fluent
- Malay – Native
- Mandarin – Intermediate

## **References**

---

Mahadi bin Mahmood

Senior Lecturer, Faculty of Information Science,

Universiti Teknologi MARA (UiTM) Kedah

014-9449848 (personal number)/ 04-4562605 (office phone number)

mahadi147@uitm.edu.my