

FARAH NURLIYANA BINTI AHMAD AL-MUNAWAR
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Kedah Darul Aman.
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23 Years Old
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OBJECTIVE

To gain new knowledge and new experience

EDUCATION BACKGROUND

- 2016 : Universiti Teknologi MARA (UiTM)
Bachelor of Information Science (Hons.) Resource Centre Management
3.40
- 2013 : Kolej Matrikulasi Kedah (KMK)
Matric Qualification in Accounting
3.12
- 2011 : Maktab Mahmud Yan
Sijil Pelajaran Malaysia (SPM)
2A 2A- 2B+ 3B 1C 1E

WORKING EXPERIENCE

Employer Name	From	Until	Job Description	Reason Quit
Hamzah Sendut Library, University of Science Malaysia (USM)	August 2016	December 2016	I am doing an analysis about the entire database that has been subscribed by USM Library such as Taylor&Francis, ScienceDirect, Springer and etc. They have 12 subscribed databases and about 114 000 online journal titles. I have to check the data about the price and total usage for each journal title to count the return of investment (ROI) for each journal title. I also was doing data mining for another research/project at USM Library that will be presented on USM Conference in August 2017.	Internship
Edwin Jeans (M) Sdn. Bhd.	July 2015	August 2015	I have to promote their products such as jeans, t-shirt and I also have to know what the differences between those jeans.	Part Time Semester Break

Cheetah Sports Pvt. Ltd.	January 2015	February 2015	I was promoting their products such as t- shirt, jeans, tracksuit and I have to handle payment receipt.	Part Time Semester Break
Laguna Merbok Nursery	January 2014	February 2014	I play a role as a babysitter.	Part Time Semester Break
Al-Irfan Kindergarten	January 2012	April 2012	I teach students from 4 years old until 6 years old.	Continue Study

EXTRACURRICULAR ACTIVITIES

2015 & 2016 Treasurer of Puncak Fasilitator Club
2014 Exco Da'wah in Persatuan Mahasiswa Hadhari
2011 President of Sport and Recreation Club
Vice President of Multimedia Club
Vice President of School Prefects
Vice President of Hostel

SKILLS

SOFTSKILL Teamwork, adaptability

HARDSKILL Microsoft Office (except Microsoft Outlook), Adobe Photoshop, Macromedia Director, HTML, Database, Xara 3D

AWARDS/ACHIEVEMENTS

2014 Dean's Award in Semester 3
2nd place Ping Pong Competition in Faculty
2011 Athlete's Award in Women Category
2007 – 2011 5 times represent Kedah in Volleyball Competition

REFERENCES

ENCIK MOHD IKHWAN ISMAIL
Librarian
Hamzah Sendut Library, USM
012-2001906

DR. MASITAH AHMAD
Senior Lecturer
Faculty of Information Management
03-79622345