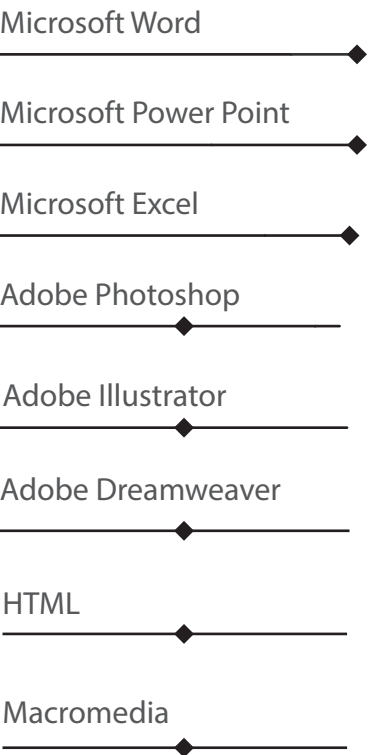




**RAZIANATIKA
BT MOHAMAD AKHIR**
Age: 24 y/o

SKILLS



LANGUAGES



CONTACT

Phone: 013-4752890
Email: razianatika@yahoo.com
Address: F 639 Kg Masjid Baru
08400 Merbok, Kedah Darul Aman

PROFILE

Objective

Seeking a challenging opportunity where I will be able to utilize my strong organizational skills, educational background, and ability to work well with people, which will allow me to grow personally and professionally.

EXPERIENCE

2017/ Library Assistant -Kolej Universiti Insaniah (Internship)
Experience to handle the management at Library in six units such as filing the file, key in the data, handle the patrons, events, exhibition and sale.

2016 / Business Online - Zaaz Legacy Enterprise
Experience to handle the customers, marketing, sale and promotion.

2015 / Clerk - Fmex Engineering
Experience to handle the PO & DO order and key in the data using the company software. Sorting and manage the file company, receive the email and phone calls.

EDUCATION

2017 / Bachelor Of Information Science (Hons) & Library Management (IM 244)- UiTM Kedah (CGPA: 3.24/4.00)

2014 / Diploma in Information Management- UiTM Kedah (CGPA: 3.09/4.00)

2014/ Malaysian University English Test (MUET)- BAND 2

2010 / Sijil Pelajaran Malaysia (SPM)-Sekolah Menengah Kebangsaan Merbok.

AWARDS, ACHIEVEMENTS & PARTICIPATION

2016/ Participant in "International Innovation & Design in Library & Information Science Competition (InDeLib 2016)".

2016/ Head of Event Affairs -Team Khas Usahawan Muda Club

2016/ Participant in "Undergraduate Colloquium of Information Services & Industry".

2016/ Facilitator for "Bengkel Kemahiran & Maklumat 2016".

2016/ Participant in "Program Latihan Keusahawanan Mahasiswa (PLKM) Zon Utara 2015".

2016/ Participant in "Seminar Sains Maklumat (SeSMa)".

2014/ Achieved Dean's Award in Semester 5 (Diploma)

REFERENCES

Mr Muhammad Lukman bin Harun Pustakawan Kanan Jabatan Perpustakaan Kolej Universiti INSANIAH (KUIN) 09300 Kuala Ketil Kedah. 019-4768459	Ms Zati Atiqah Mohamad Tanuri Lecturer UiTM Universiti Teknologi Mara (UiTM) Kedah 08400 Merbok, Kedah Darul Aman. 019-3698638
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