



NAZATUL AZIRA BINTI MD YUSOP

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Event Operations Executive with 3 months of experience flawless preparation of presentations, preparing organization reports and maintaining the utmost confidentiality. A participant of International Innovation & Design in Library & Information Science Competition (InDeLib) and expertise in Microsoft Publisher. Hope to implement my skill and experience into a role as Project Manager.

PROFESSIONAL EXPERIENCE

SETIA AWAN HOLDINGS SDN. BHD.

Event Operations Executive

Seri Iskandar, Perak

June – August 2014

- Schedule and coordinate meetings and appointments with colleagues and outsider
- Plan and organize events which may attract customers to come to the mall
- Developed new filing
- Maintain utmost discretion when dealing with sensitive topics
- Manage reports for events that was carried out

UNIVERSITY OF TECHNOLOGY MARA (UiTM) PERAK

Industrial Trainee

Seri Iskandar, Perak

August – December 2016

- Prepared documents such as paperwork, drafts, labeling, filing and emails for any tasks in each units
- Organize and manage program for corporate social responsibility (CSR)
- Processed new books that have been ordered before it been transferred to cataloguing units.
- Do the cataloguing process for books, maps, compact disc (CD), DVD and etc.
- Greeted visitors and determined to whom and when they could speak with specific individuals
- Servicing at returning and borrowing counter

EDUCATION

UNIVERSITY OF TECHNOLOGY MARA (UiTM) KEDAH

Bachelor of Information Science (Hons.) Library Management, 2017

Merbok, Kedah

UNIVERSITY OF TECHNOLOGY MARA (UiTM) KELANTAN

Diploma in Information Management, November 2014

Machang, Kelantan

ADDITIONAL SKILLS

- Expert in Microsoft Office, with a focus on Microsoft Publisher
- Bilingual in English and Malay
- Information and communications technology (ICT) savvy, require little to no training