

# ZAFIRAH MUHAMMAD

BACHELOR OF INFORMATION SCIENCE



Zafirahmuhd.22@gmail.com

0134204239

No 30, Lorong 2, Taman  
Universiti, 06010,  
Sintok, Kedah



## WHY ME

I am a degree holder of Bachelor of Information Science (Hons.) Library Management, graduated from Universiti Teknologi Mara (UiTM) in 2016. Experienced and familiar with research work, handling administrative task. Willing to learn to expand my knowledge and widen my experiences..



## REFERENCES

Siti Khadijah Rafie

Pensyarah Universiti Teknologi Mara

Merbok, 08400,

Kedah

khadijahrafie@kedah.uitm.edu.my



## WORK EXPERIENCE



Nov 2015 - Present

UUM, Kedah

### RESEARCH ASSISTANT

Performing a range of research related activities in support and delivery the outcomes. Searching information for research purpose, set an appointment for interview and group meeting, arrange the documents and handling administrative work.



Feb 2015 – Jun 2015

Library UUM, Kedah

### INTERNSHIP IN LIBRARY MANAGEMENT

Experienced with each division task in Automation Department, Knowledge Resource Department, Customer Service Department and Management Services Department. Work for data cleaning in Technical Processing Division.



## EDUCATION



2013 - 2016

Kedah

### LIBRARY MANAGEMENT – UNIVERSITI TEKNOLOGI MARA

Bachelor of Information Science (Hons.) Library management

- Second Class Upper
- GPA 3.45



2010 - 2013

Kedah

### INFORMATION MANAGEMENT – UNIVERSITI TEKNOLOGI MARA

Diploma of Information Management

- GPA 3.23



2009

Perlis

SPM – S.M. Teknik Arau

Sijil Pelajaran Malaysia

- 3A 3B 1C

## EXTRA CURRICULAR ACTIVITIES

2009

- Prefect Leadership course [SMK Teknik Arau]
- Participated in National and South East Asia & Asia region volunteers, Youth and Rakan Muda Camp [Kementerian Belia dan Sukan]

2010

- Act as community at 'Kejohanan Ragbi Arau 7's' [SMK Teknik Arau]

2011

- Participated in 'Kem Great Extreme Challenge' [UiTM Kedah]

2012

- Participated in 'Wacana Keusahawanan Turbochange' [MASMED UiTM]

2014

- Participated in 'Taklimat pengenalan ISO/IEC 27001:2013 Information Security Management System [UiTM Kedah]

2016

- Volunteered in "Program Jelajah Kemiskinan" by Yayasan Salam Malaysia [utara]



## SKILLS

MS OFFICE	<div><div></div></div>	50
DEPENDABILITY	<div><div></div></div>	50
RESEARCH SKILL	<div><div></div></div>	50
ADAPTABILITY	<div><div></div></div>	50
TEAMWORK SKILL	<div><div></div></div>	50
COMMUNICATION SKILL	<div><div></div></div>	50



## LANGUAGE

MALAY	<div><div></div></div>
ENGLISH	<div><div></div></div>