



LATIFAH BINTI MOHAMAD JOHRI



PERSONAL DETAILS

No 143 Kampong Poh
35500, Bidor, Perak. Malaysia
Tel: +0195991728
Email: latifahjohri@yahoo.com



SUMMARY

- Able to working under pressure
- Fast learner, willing to learn something new that out of box
- Good in communication, and can cooperate with colleagues



EDUCATION

BACHELOR LIBRARY SCIENCE AND INFORMATION MANAGEMENT (HONS.)

Universiti Teknologi Mara — 2012-2015

Achievement:

- CGPA : 3.16

SIJIL TINGGI PERSEKOLAHAN MALAYSIA (STPM)

SMK Bidor — 2010-2011

Achievement:

- 1B, 1B-, 1C+, 1C

SIJIL PERSEKOLAHAN MALAYSIA (SPM)

SMK SYEIKH ABDUL GHANI — 2009

Achievement: 1A, 2A-, 2B+, 3B, 1D



LANGUAGES

Bahasa
Malaysia



English



EXPERIENCE

INTERNSHIP'S STUDENT, (UiTM Perak)

Internship students

Perpustakaan Tunku Abdul Razak (PTAR), UiTM Perak {
August 2015 – December 2015

Job Descriptions:

- Learned On Cataloging Process, Administration, ICT Usage, Using Library Integrated System(ILMU), Carry On Event For Make Patron Impress Coming Library

Marketing

Axisen Sdn.Bhd (1 months)

- Hand out flyers and promoting company
- Guides clients about online business classes

Salesgirl

Bakery's shop

- Cleaning, arrange all products
- Entertain clients

Salesgirl

Yes Optical (5 days)

- Cleaning and arrange the products
- Promoting new products to clients



SKILLS

Microsoft Office ★★★★★

Microsoft Excel ★★☆☆☆

Microsoft Power Point ★★★★★



REFERENCES

Noor Faridatul Akhma Binti Abu Bakar

Pembantu Pemuliharaan, PTAR UiTM Perak

+6019 – 5465625

Noorf117@perak.uitm.edu.my