

NURLELA BINTI SARI

1105 Jalan Kaloi 2, Taman Permai 2, 70200 Seremban, Negeri Sembilan.

Mobile : 017-2513648 | Email : nurlelasari1992@yahoo.com | Age : 25

CAREER PROFILE

Ambitious and determined graduate with passion in organization and information managing. Possess excellent organizations skills and interpersonal skills coupled with solid teamwork skills abilities. Punctual, organized and patient to master the skills needed to make positive contribution.

EDUCATION & CORE SUBJECT

Bachelor of Information Science (Hons) Library & Information Management, (3.57), Universiti Teknologi MARA, Puncak Perdana, Selangor (2016)

Diploma in Information Management, (3.56), Universiti Teknologi MARA Segamat, Johor (2013)

- | | |
|--|---|
| • Information and Communication Technology Application | • Business and Professional Communication |
| • Communication Skills for Information | • Public Relations in Information Works |
| • Promotion of Information Products and Services | • Publication and Production of Information Materials |
| • Management of Records in Organizations | • Organization of Information |

WORKING EXPERIENCES

Pizza Hut Delivery (September 2016 – current)

Assistant Restaurant Manager Trainee

- Assisted the manager in daily working routine to ensure the outlet operations goes well
- Performed the daily inventory stock and sales report for daily operations
- Carried out the receiving process to generate the store business

Universiti Sains Islam Malaysia (April 2016-June 2016)

Library Assistant (Contract)

- Assisted the users in circulation counter for daily library operations.
- Carried out cataloguing process using VIRTUA system for library materials to ensure the materials retrieval.
- Assisted the users in materials searching in order to find information needed.

Perbadanan Perpustakaan Awam Negeri Sembilan (PPANS) (Aug 2015-December 2015)

Internship

- Organized program and event in promoting the library services and facilities.
- Carried out cataloguing process using CLM system for library materials to ensure the materials retrieval.
- In charged in circulation counter for daily library operations.

7-Eleven (June 2012- July2012)**Store Assistant (Part Time)**

- Performed the housekeeping and displaying the goods to ensure the tidiness of the store.
- Calculated the profit and float to minimize the shortage of the store.
- Carried out the receiving process to generate the store business.

Perfect Hearing ENT (Jan 2010-April 2010)**Clerk Assistant**

- Performed the housekeeping and displaying of the hearing aids to attract customer attention.
- Checking the customer files for records of the business.
- Prepared and key in the customer data in computer in ensuring up to date information available.

EXTRACURRICULAR ACTIVITIES

Secretary of 'Program Pakat Gi Pustaka' (2012)

- In charged f the planning and schedule of the program.

Facilitator of 'Program Jejak Maklumat Bahagian Teknologi Pendidikan(BTP)' (2015)

- In charged of the overall planning of the program carried out.

Program Grup Sayangi Perpustakaan SMK Puteri (2015)

- In charged of the overall planning and modules of activities f the program.

SKILLS & STRENGTHS

Communication & Interpersonal Skills – Conducted program and event in several schools in promoting library services during internship in PPANS.

Teamwork Skills – Proposing and conducting an event for kindergarten of a program conducted by university.

IT Skills - MS Words, MS Power Point, MS Excel, Macromedia Director, Adobe Photoshop (Basic)

Language Skills - Excellent Malay and Fair English

AWARDS & RECOGNITIONS

- Achieved 6x Dean's List of the Faculty
- Attending a workshop and sitting for an examinations for 1Citizen Program which covers the appropriate and ethics of using the technology conducted by Prestariang Systems Sdn Bhd.

VOLUNTEER ACTIVITIES

- Volunteer for Beautiful Malaysia Program in Batu Pahat Johor and doing community work with others universities.