



# NIK MOHAMAD FADHIL BIN HALIM

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LOT 2754, KAMPUNG TUNJONG, JALAN KUALA KRAI, 16010  
KOTA BHARU, KELANTAN.

## ABOUT ME

Name: Nik Mohamad Fadhil Bin Halim  
Date of Birth: 15<sup>th</sup> February 1992  
Highest Education: Bachelor of Information Science (Hons) Information System Management  
CGPA: 3.50

## SKILLS

Microsoft Office	Advanced
Communication Skills	Advanced
Self-Motivation Skills	Advanced
Computer Network	Intermediate
Basic Multimedia	Intermediate
Legal and Ethical Aspects	Intermediate
Library Skills	Intermediate
Record Management Skills	Intermediate
C++ Programming	Basic
Html Programming	Basic

## LANGUAGES PROFICIENCY

Spoken: Malay and English  
Written: Malay and English

## REFERENCES

**MADAM SALLIZA BINTI MD RADZI**  
Universiti Teknologi MARA (UiTM) Cawangan Kelantan, Bukit Ilmu 18500 Machang, Kelantan  
+60124063016

**MISTER MOHD AZIZI BIN ZAINUDIN**  
Perbadanan Perpustakaan Awam Kelantan  
Jalan Mahmood, 15200 Kota Bharu, Kelantan  
+60173746975

## OBJECTIVES

I am looking for a job position well-matched with my academic qualification, experience and knowledge regarding to your preferences. I would like to be a part of a company where I could use and enhance my skills in order to improve myself and to fulfil company visions.

## WORK EXPERIENCE

**Perbadanan Perpustakaan Awam Kelantan  
Degree Internship  
February - June 2017**

- Handle the visiting tour programs, seminar or workshop program.
- Handle the outreach program for the community.
- Assigned to prepare paperwork for rebranding the rural library.
- Deliver the good service and information towards the users or customers.

**Telekom Malaysia Kelantan  
Diploma Internship  
January - March 2013**

- Monitor the office database records.
- Print and record the dockets of complain documents.
- Setup the installation of the customer's phone.
- Cabling the internet or phone cable from inside of the branch's room.

## EDUCATION

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Years	Education Level
2014 - 2017	Bachelor of Information Science (Hons) Information System Management Universiti Teknologi Mara (UiTM) Machang, Kelantan <b>CGPA: 3.50</b>
2010 - 2013	Diploma in Computer Science Universiti Putra Malaysia (UPM) <b>CGPA : 3.268</b>
2005 - 2009	Sijil Pelajaran Malaysia (SPM) Sekolah Menengah Kebangsaan Mulong <b>Grade: 4A 4B 2C 1D 1E</b>

## EXTRA CURRICULAR

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Activities	Years
Participant in Program Bulan Sains Peringkat Sekolah SK Mentuan	2017
Participant in Program Let's Read Together / Mari Membaca Serentak Selama 10 Minit at Perpustakaan Awam Cawangan Jeli	2017
Participant in Program Malaysia #QuranHour at SK Chabang Empat, Tumpat	2017
Committee Member of Cyber Awareness Program (CAP) at KB Mall	2016
Participant in Program Student Innovation & Web Design Competition	2016
Participant in Kursus Modul Kepimpinan UiTM Di Hatiku	2015
Volunteer of Ekspo Selangkah ke UiTM (ESKU)	2015
Participant in Program Eksplorasi Alam Kerjaya	2015
Participant in Short Course – Android Remote PC	2014
Participant in Longest Thumb-print Jalur Gemilang (Malaysian Book of Records)	2012
Participant in Go-Green Campaign – “Innovation Towards Green”	2012