

KHADIJAH KHAIRUDIN



BACHELOR OF APPLIED ARTS & DESIGN



PERSONAL DETAILS

Khadijah Khairudin, 25
33010, Kuala Kangsar, Perak
Tel: +60123505123
Email: khadijahkhairudeen@gmail.com



SUMMARY

Detail-oriented, efficient and organized individual with strong analytical and problem solving skills. Highly trustworthy, discreet and ethical, multitasking and also great in teamwork. Punctual on a regular basis and very reliable at finishing any task given.



EDUCATION

BACHELOR OF APPLIED ARTS & DESIGN (HONS.)
International Islamic University, Malaysia - 2011-2015

Achievement:

- CGPA 3.327/4.00.
- Dean List Awards.
- Nominated for PECIPTA 2015 (Final Year Project)



LANGUAGES

Bahasa Malaysia ★★★★★ English ★★★★★★



EXPERIENCE

INTERNSHIP STUDENTS, (National Archives, Malaysia)

Kuala Lumpur — Sept 2014 – Jan 2015

Job Descriptions:

- Responsible for digital editing on documents
- Quality Check (QC) on digitalized documents
- Conservation (hands-on) on paper
- Updating the digital records for National Archives



SKILLS

Microsoft Word	★★★★★
Microsoft Excel	★★★★★
Microsoft Power Point	★★★★★
Adobe Photoshop	★★★★★
Adobe Illustrator	★★★★★



REFERENCES

En. Zaidin Mohd Noor
Position : Ketua Seksyen, Penyelidikan Khas Negara
Contact no : 0362010688
E-Mail : zaidin@arkib.gov.my

Asst.Prof. Dr. Zumahiran Kamaruddin
Position : Head Of Department Applied Arts And Design
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