



NUR HAFIZAH BINTI ZULKIFLI




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About Me : I aspire to be a full time position in a corporation which offers a professional working environment and enabling me to grow while meeting the corporation's goal as well as my personal goal.

EDUCATIONAL BACKGROUND & CERTIFICATION

2012 – Jan 2017	Universiti Teknologi Mara (UiTM), Kampus Puncak Perdana, Shah Alam, Selangor. Bachelor of Science (Hons) Library and Information Management Current CGPA – 2.72	
2011 – 2012	Kedah Matriculation College (KMK), Changlun, Kedah. Accountancy Course CGPA – (Pass)	
2006 – 2010	SMK Pendang, Kedah SPM Certificate	

EXTRACURRICULAR ACTIVITIES, TRAINING & CERTIFICATION

- 2017** : Participant in 'Basic computer, Microsoft Office (Word, Excel, PowerPoint), Training Entrepreneurship, Basic Adobe Photoshop and Adobe Illustrator Course at PI1M Pekan Bukit Jenun.
 - 2017** : Participant in Intel® Learn Easy Steps Course at Pi1M Pekan Bukit Jenun.
 - 2016** : Internship at Perbadanan Perpustakaan Awam Kedah (PPAK).
 - 2016** : Participant in PNM Digital Online Database Workshop of PPAK.
 - 2014** : Committee in Community Programme Go to Libraries at Setiu Public Library, Terengganu.
 - 2014** : Contributed articles writing for FIM Communication Vol. 1 No.3, 2014 magazine publication.
 - 2010** : Participant in the Space Programs Series 3 (Member of the Board of Cooperative Educational) organized by Angkatan Koperasi Kebangsaan Malaysia Berhad.
 - 2010** : Participant in International Rovermoot 2010, Art, Culture, Heritage.
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SKILLS

Languages spoken : Malay (Advanced) / English (Intermediate)

Languages written : Malay / English

SPECIAL SKILLS

- ☒ Proficient in Microsoft Office packages, having strong knowledge in Microsoft Word, Microsoft PowerPoint, Microsoft Excel and Microsoft Publisher.
- ☒ Adept with Adobe Photoshop and Microsoft Movie Maker.
- ☒ Have basic knowledge in using HTML, CSS and Adobe Illustrator.
- ☒ Able to work as a teamwork and committed to the task assigned.

WORKING EXPERIENCE

Perbadanan Perpustakaan Awam Kedah

Five months on August to December 2016 (Internship Programme)

Experiences:

- ☒ Familiar with handling, managing and planning activities organized by library.
- ☒ Provide assistance for user in using the services provided.
- ☒ Experience in doing the book processing which cataloguing and labelling call number for a book.



REFEREES

<p>En. Mohd Ridzuan bin Ibrahim</p> <p>Lecturer of Faculty Information Management UiTM Kampus Puncak Perdana, No.1, Jalan Pulau Angsa A U10/A, Seksyen U10, 40150 Shah Alam, Selangor.</p> <p>Contact No: 012-2545245 Email: iridzuan@salam.uitm.edu.my</p>	<p>Pn. Norfardilla bt Mohd Nor (Industrial Training Supervisor)</p> <p>Head of Management and Planning sector, Perbadanan Perpustakaan Awam Kedah Jalan Kolam Air, 05100 Alor Setar, Kedah Darul Aman.</p> <p>Contact No: 04-7333592 Email: norfardilla@kedahlib.gov.my</p>
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