



AMIRA NATASHA BINTI SHAIFUDDIN

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CAREER SUMMARY:

I am a Library Management student pursuing a Bachelor of Information Science (Hons.) at Universiti Teknologi MARA (UiTM). I have a strong interest in cataloguing, digital libraries, and information services. With solid skills in organization and communication, I aim to gain valuable experience and support the growth of modern library services.

EDUCATION

2023 - 2026	Bachelor of Information Science (Honours) Library Management Universiti Teknologi MARA (UiTM)
2021 - 2023	Sijil Tinggi Persekolahan Malaysia (STPM) Kolej Tingkatan Enam Hulu Terengganu (HUTECS) CGPA : 2.83 MUET : 4
2016 - 2021	Sijil Pelajaran Malaysia (SPM) Smk Seri Berang, Hulu Terengganu SPM : 1A-, 4B+, 4B, 1C+

EXPERIENCE

MAY - AUGUST 2021 RHONG KHEN TIMBERS SDN. BHD.	Production Worker and Machine Operator <ul style="list-style-type: none">• Know how to operate machinery and equipment for the production of furniture components.• Able to cooperate in a team works.• Be able to inspect finished products for quality control and made necessary adjustments.• Able to meeting or exceeding production targets.• Capable of applying commitment to safety protocols and awareness of maintaining a safe working environment.
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PERSONAL SKILLS

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| • Library Service | • Canva | • Data Entry | • Adobe Photoshop |
| • Microsoft Office (Word, Excel, PowerPoint) | • Cataloging and Indexing | • Social Media Management | • Google Workspace |

REFERENCES

Dr. Mahadi bin Mahmood

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