



# 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	<b>Bachelor of Information Science (Honours) Library Management</b> Universiti Teknologi MARA (UiTM)
2021 - 2023	<b>Sijil Tinggi Persekolahan Malaysia (STPM)</b> Kolej Tingkatan Enam Hulu Terengganu (HUTECS) CGPA : 2 . 83   MUET : 4
2016 - 2021	<b>Sijil Pelajaran Malaysia (SPM)</b> Smk Seri Berang, Hulu Terengganu SPM : 1A-, 4B+, 4B, 1C+

## EXPERIENCE

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