

NUR NABILA BINTI SUHARMY

Internship

+60175356380 / nabilanur629@gmail.com / Simpang Empat, Kedah



ABOUT ME

A dedicated and motivated Information Science student specializing in Library Management, with strong academic performance and practical skills in information organization, data management, and digital tools. Proficient in Microsoft Office, Canva, and Power BI, with basic knowledge of coding and data visualization. Recognized for strong time management, adaptability, and teamwork abilities. Eager to apply theoretical knowledge to real-world environments through an internship from 12 April 2026 to 12 June 2026, while contributing to organizational efficiency and enhancing information management operations. Highly committed to delivering quality work, supporting administrative tasks, and growing professionally in a dynamic and service-oriented environment.

CORE SUBJECT

- Foundation of Information and Communications Technology
- Fundamentals of Information Science
- Information Storage & Retrieval Systems
- ICT Application in Libraries and Media Centers
- Organization of Information I: Resource Description and Discovery
- Organization of Information II: Subject Analysis and Access to Information
- Knowledge Management in Libraries & Media Centers
- Libraries and Media Centers Management

EDUCATION

BACHELOR OF INFORMATION SCIENCE (HONOURS) LIBRARY MANAGEMENT

Universiti Teknologi MARA (UiTM) Sungai Petani, Kedah

CGPA: 3.45 (Semester 4)

SEPT 2023 – FEB 2026

SIJIL TINGGI PERSEKOLAHAN MALAYSIA (STPM)

Sekolah Menengah Kebangsaan Tunku Abdul Aziz

CGPA: 3.25

MUET: Band 4

JUL 2021 – APR 2023

ACTIVITIES AND INVOLVEMENT

Book Project: "Unity in Diversity"

- Collaborated with students from Universitas Airlangga (UNAIR), Indonesia, to produce a book titled Unity in Diversity as part of a cultural and academic exchange project.

Committee Member (Souvenir Unit), Public Relations Program

- Responsible for managing the souvenir section.
- Contacted with external sponsors for sponsorship.
- Ensured all sponsored items were properly distributed during the event

SKILLS

SOFTWARE PROFICIENCY

- Microsoft Word
- Microsoft PowerPoint
- Microsoft Excel

SOFT SKILLS

- Time Management
- Teamwork
- Adaptability

- Canva
- Power BI

TECHNICAL SKILLS

- Basic Coding
- Data Visualization
- Document Preparation & Presentation

LANGUAGES

Malay – Native
English – Intermediate

REFERENCES

Sir Mahadi bin Mahmood
Senior Lecturer
UiTM Sungai Petani, Kedah
014-9449848
mahadi147@uitm.edu.my