

# NUR NABILA BINTI SUHARMY

## Internship

+60175356380 / [nabilanur629@gmail.com](mailto: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