



# NURUL SYAFAWANI BINTI SHARIF MATARSA

**Faculty:** Information Science  
**Programme:** Diploma In Library Informatic  
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## SUMMARY

I am a committed and responsible student at Universiti Teknologi MARA, currently working towards a Diploma in Library Informatics, specializing in Library and Information Science, with foundational knowledge in IT applications. I am eager to contribute as a facilitator while gaining valuable experience and enhancing my teamwork and leadership abilities.

## EDUCATION

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| <b>Diploma in Informatic Library</b>   | <b>Mac 2024 - Present</b> |
| Universiti Teknologi MARA (UiTM) Kedah Branch  |                           |
| <ul style="list-style-type: none"><li>Streamlined manufacturing processes, reducing production costs by 10%.</li><li>Current GPA: 3.52</li><li>Current CGPA: 3.48</li><li>Muet: Band 3.5</li></ul> |                           |

## KEY PROGRAMS AND INITIATIVES LED

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| <b>Kursus Kepimpinan dan Pengurusan Organisasi (KPO)</b>   | <b>25 April 2025 - 26 April 2025</b> |
| <ul style="list-style-type: none"><li>Objective: To equip student leaders and club committees with essential knowledge of UiTM Kedah's rules, procedures, and best practices in organizational management.</li><li>Role: Registration Crew</li><li>Outcome: Assisted in organizing and coordinating a comprehensive leadership and management course for all registered student clubs. The program emphasized leadership development, administrative compliance, and effective club governance, strengthening the overall quality of student organizations on campus</li></ul> |                                      |

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| <b>Kempen Keselamatan: Pencegahan Jenayah dalam Kalangan Mahasiswa</b>   | <b>11 Disember 2024</b> |
| <ul style="list-style-type: none"><li>Objective: To equip student leaders and club committees with essential knowledge of UiTM Kedah's rules, procedures, and best practices in organizational management.</li><li>Role: Protocol Crew</li><li>Outcome: Coordinated a large-scale safety campaign in collaboration with PDRM (Royal Malaysia Police) and JPJ (Road Transport Department). Activities included safety talks, exhibitions, and interactive booths, empowering students with knowledge on personal safety, scam prevention, and traffic rules. The program strengthened the campus safety culture and student preparedness in facing real-world risks</li></ul> |                         |

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| <b>SiswaCare: Lunch-On!</b>   | <b>14 July 2025 - 17 July 2025</b> |
| <ul style="list-style-type: none"><li>Objective: To support students' physical and mental well-being during the high-stress study week by providing free, nutritious meals.</li><li>Role: Crew Event</li><li>Outcome: Distributed 200 lunch packs to students on campus during study week, reducing student stress and ensuring no one studied on an empty stomach. The initiative was well-received and aligned with SiswaCare's mission of promoting student welfare.</li></ul> |                                    |

## SKILLS AND COMPETENCIES

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### Leadership & Strategic Planning

- Proven ability to lead teams, organize impactful programs, and manage cross-departmental initiatives at university level.

### Empathy and Student Advocacy

- Deep commitment to student welfare, with experience initiating platforms and peer support systems to improve student life.

### Collaboration and Stakeholder Engagement

- Strong collaboration with university departments, NGOs, corporate sponsors, and agencies such as PDRM and JPJ.

### Project and Event Management

- Experienced in planning, executing, and evaluating large-scale student programs and welfare initiatives.

### Expert in software

- Commonly familiar with Microsoft Word and Microsoft PowerPoint.

### Basic Database Management

- Familiar with creating, organizing, and managing data using basic database tools.

### Basic Programming (Python)

- Knowledge of Python fundamentals, including variables, loops, and functions.
- Capable of writing simple programs and automating basic tasks.

### Active Listening

- Attentive to others' perspectives and able to respond thoughtfully in discussions and collaborations.

## LANGUAGES

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**Malay and English**

## REFEREES:

**DR WAN AINOL MURSYIDA BINTI AHMAD TARMIZI AND  
ANIS FARADELLA BT ABDUL MALIK**

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### Position:

Senior Lecturer in UiTM Kedah

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