



NURIN AIMI BINTI MALIK PAISAL

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SUMMARY

As a final-year student pursuing a Bachelor of Information Science (Honours) in Library Management, I am eager to apply my academic knowledge in a hands-on internship setting. My goal is to bridge the gap between theory and practice, acquiring valuable industry insights and skills to facilitate a smooth transition into the professional workforce.

WORK EXPERIENCE

Tuition Teacher (Bahasa Melayu)

DEC 2019

- Provided individualized and group instruction to enhance elementary students' proficiency in Bahasa Melayu.
- Assessed students' progress and adapted teaching methods to improve comprehension, reading, and writing skills in Bahasa Melayu.

Salesperson at Ally Creation

JAN 2020 - AUG 2020

- Assisted customers with product inquiries and recommendations.
- Designed and arranged flowers to create visually appealing bouquets and displays for sale.
- Managed checkout transactions with accuracy and efficiency.

EDUCATION

Universiti Teknologi Mara (UiTM) Kampus Sungai Petani

OCT 2023 - PRESENT

Bachelor of Information Science (Honours) in Library Management

- Dean's List: Semester 3 & semester 4
- Current CGPA: 3.71

Universiti Teknologi Mara (UiTM) Kampus Rembau

OCT 2020 - FEB 2023

Diploma in Information Management

- Dean's List: Semester 1, semester 4 & semester 5
- Malaysia University English Test (MUET): Band 4
- CGPA: 3.47

ACADEMIC INVOLVEMENT

Universiti Teknologi Mara (UiTM) Kampus Rembau

Sekretariat Rukun Negara UiTM Negeri Sembilan

MAC 2021 - MAY 2022

- Exco Activity

Avolve: Setelah 13 Mei: Inikah Hasil Rukun Negara?

- Serve as an technical support: Monitored and maintained technical equipment to ensure smooth functioning throughout events.
- Collaborated with event coordinators to uphold high-quality standards and create a flawless experience for attendees.

Experimental Library Volunteer

OCT 2022 - FEB 2023

- Provided clerical front-desk assistance, contributed to library cleaning, oversaw copying and printing, also reshelving the materials in orderly placement.
- Assist patrons with finding materials in OPAC and on shelves and was proactive in the library community and helped visitors that were in need of some sort of assistance.

SKILLS / ADDITIONAL INFORMATION

- Organization skills, Technical skills, Communication skills, Teamwork skills
- **Software skills:** Microsoft Words, Microsoft PowerPoint, Microsoft Acces, Microsoft Excel, PowerBi
- **Language skills:** Malay (Native), English (Proficient), Mandarin (Beginner)

REFERENCES

ENCIK MAHADI BIN MAHMOOD

Academic Advisor, Uitm Kampus Sungai Petani, Kedah

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