



NUR QHAIRINA QAFIYA BINTI SAMSULNIZAM

LIBRARY MANAGEMENT

PROFILE

I am fourth semester student Diploma in Library Management from UiTM Sungai Petani, Merbok, Kedah, looking for internship opportunity at Bentong, Pahang during time period from 22/7/2024 - 20/9/2024. As a diploma student in the fourth semester in library management, I hope that by doing the internship I can gain experience and learn new things as a preparation step when entering the work place later. A bit as much as the internship may help me to be more disciplined in doing work.



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NO 39 KAMPUNG RTP LEBU,
28800 BENTONG, PAHANG

LANGUAGE

- MALAY
- ENGLISH

SKILLS

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Canva
- Creativity
- Teamwork
- Digital Marketing
- Leadership

EXPERIENCE

TEACHER

**Little Caliph Taman Anggerik Utama,
Bentong**

2022 past

- Teaching and caring for children from the age of 1 to 3 years.

CUSTOMER SERVICE

Oldtown White Coffee, Bentong

2022 past

- Cashier
- Customer service

EXCO MULTIMEDIA DAN PUBLISITI

Kelab Sejarah Dan Warisan Kedah

2023-2024

- Program secretary
- Deputy director of the program

EDUCATION

Sekolah Menengah Kebangsaan (Felda) Lurah Bilut

2017-2020

- Library prefects
- Vice chairman of Pandu Puteri Remaja
- Representative of the school-level camp in Pandu Puteri Remaja

Sekolah Menengah Kebangsaan Bentong

2020-2022

- Library prefects

UiTM Sungai Petani , Merbok, Kedah

2022-2025

- Diploma student
- Exco multimedia dan publisiti in Kelab Sejarah dan Warisan Kedah
- Joining three clubs