

# NURUL QAZARINA NADIRAH BINTI NURRADI



## CONTACT

- ☎ +016-8560897
- ✉ qazarinanadilah@gmail.com
- 📍 Skudai, Johor

## EDUCATION

**2022 - present**

**UNIVERSITI TEKNOLOGI MARA  
KAMPUS REMBAU**

- Bachelor of Information Science  
(Hons.) Library Management
- current CGPA: 3.29

**2020 - 2022**

**SMK AMINUDDIN BAKI JB**

- Sijil Tinggi Pelajaran Malaysia
- CGPA: 3.08
- MUET: Band 3.5

## SKILLS

- Public Relations
- Teamwork
- Time Management
- Effective Communication
- Critical Thinking
- Event Organization
- problem solving

## TECHNICAL SKILLS

- **Software platform:** MS word, MS powerpoints, MS excel, Canva
- **library system and cataloging:** AACR, MARC21, LCSH, LCC, DDC, KOHA
- **Coding:** HTML & CSS

## PROFILE

I am third year student of library management studies. currently, seeking for internship opportunity for at least 5-6month, To get a real life experience on applying knowledge that I gain from my studies. I always ready to work in a team and learn new things.

## PROJECTS

### ■ Publication Project

Koleksi Cerpen: Cereka Rakyat Terdahulu

- participated in the writing of the first folk fiction book, one of the short stories for the story entitled 'Antara laut dan darat'. I was responsible in writing the climate and incharge designing character of it.

### ■ Public Relation project : Community Library Outreach

Floor Manager

- Faster thinking in providing any solution to ensure any problem can be solved without dragging any event tentative.
- Monitor the flow of the event to make sure event running smoothly

### ■ Project: click wise, Act right

Floor Manager

- Able to
- Monitor the flow of the event to make sure event running smoothly

### ■ Children Librarianship Project: Kawan Buku Kita, Teman Bacaan Anak Kampung

Special task bureau

- always ready to help all committee members that need helps

## WORK EXPERIENCE

### ■ Maslee express sdn. bhd.

Cashier

- Resolved customer issues efficiently and effectively, including handling returns, refunds, and complaints, maintaining a high level of customer satisfaction..

### ■ 7-eleven

Retail Assistant

- Assisted in maintaining accurate inventory levels through stock rotation, ordering, and monitoring stock levels to prevent shortages.
- effectively with team members to ensure smooth store operations during peak hours and maintain a positive work environment.

## LANGUAGES

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- Malay (native)
- English (intermediate)

## REFERENCE

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### MR. MOHD FAIZAL BIN RAMSI

academic advisor

**Phone:** +6012 595 8955

**Email:** faizal916@uitm.edu.my

## CERTIFICATE

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### ■ Certificate of completion by MDEC

participated in MDEC eUsahawan program in enhance knowledge in digital entrepreneurship.

### ■ Reference Management software -Mendeley

participating in library literacy skills focusing on mendeley reference managements and research tools.