



# SOFIEA KHAIRI

## LIBRARY INFORMATICS

### MY PROFILE



I am now pursuing a Diploma of Library Informatics at UiTM Sungai Petani in Kedah. I am able to work in groups and follow instructions from the leader. In addition, I am a quick learner who is eager to acquire new skills and expertise.

### SKILL



- Team work
- Communication
- Customer Service
- Time Management

### EXPERIENCE



#### MAY 2022 - JULY 2022

Shop Assistant  
Kudapan King Sdn. Bhd

- Handling the sales transactions and taking customer payment
- Answering customer question and helping them to find merchandise
- Organizing the sales floor and stocking new products
- Keep the shop clean all the time
- Greeting customers with friendly and helpful attitude

#### JULY 2022 - SEPT 2022

Shop Assistant  
D Buah Sdn. Bhd

- Handling the sales transactions and taking customer payment
- Answering customer question and helping them to find merchandise
- Organizing the sales floor and stocking new products
- Keep the shop clean all the time
- Greeting customers with friendly and helpful attitude
- Preparing drinks for Customers

#### FEB 2024 - MARCH 2024

General Clerk  
Messrs Amalina Ismail & Associates

- Preparing documents for Bank's and Client's safe keeping
- Organizing files
- Filling CKHT

### CONTACT



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- Koi Prima, Jalan Pinggiran Mas 1, Taman Mas, 47130 Puchong, Selangor

### EDUCATION



2019

PT 3  
SMK Chukai  
Kemaman Terengganu

2022

SPM  
SMK Seri Bandi  
Kemaman Terengganu

2022-2025

DIPLOMA  
Library Informatics  
UITM Sungai Petani Kedah