



NURFATIHAH NAJWA BINTI MOHD ABBAS

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Professional Summary

A dedicated and detail-oriented Bachelor of Information Science (Hons) in Library Management student with strong communication, organization, and problem-solving skills. Seeking a 20-week internship placement in an academic library (1 Sept 2025 – 15 Feb 2026) to apply and enhance practical knowledge in cataloguing, digital services, and user support. Proficient in KOHA, Microsoft Office, HTML/CSS, and CMS platforms, with a passion for supporting lifelong learning and equitable access to information.

Education

Universiti Teknologi MARA (UiTM), Rembau

Bachelor of Information Science (Hons) Library Management
Current CGPA: 3.51

October 2022 – March 2026

- Dean's List: Semester 2, 4, and 5

Relevant Coursework

- Cataloguing and Classification | Digital Libraries | Record Management | Public Relationship

Kolej Matrikulasi Johor, Tangkak

Matriculation Programme: Science

July 2021 – June 2022

Sekolah Menengah Kebangsaan Taman Mutiara Rini 2, Johor

SPM

Januari 2016 – December 2020

- 4A, 1B, 4C

Projects & Activities

Community Library Outreach - Kolaborasi Bersama Muzium Penjara Malaysia, Melaka (Certificates and Awards Bureau)

June 2024

- Coordinated reading activities and distributed educational materials to underprivileged children.
- Assisted in managing participant registration and certificate distribution.

Act Right, Click Wise (Secretary)

July 2024

- Planned and documented cyber safety campaign activities for students.
- Managed communication with school partners and kept meeting minutes.

"Kawan Buku Kita: Teman Bacaan Anak Kampung" (Activity Bureau)

Januari 2025

- Engaged in literacy efforts and educational support for indigenous children

Prototype Development of a Digital Library

In Progress – 2025

- Designing and developing a functional digital library prototype using KOHA
- Features include a searchable catalog, user-friendly interface, and integrated metadata standards (MARC21).
- Focuses on accessibility, collection organization, and user support functions.

Work Experience

Marrybrown, Plaza Tasek Central, Johor - Cashier

March 2021 – July 2021

- Handled up to 200+ customer transactions daily with minimal errors.
- Maintained inventory records and provided training to new hires.

Languages

- Malay (C2 - Native)
- English (B2 - Intermediate)
- Mandarin (A2 – Elementary)

Skills

- KOHA Library System (Intermediate)
- HTML/CSS (Basic)
- Cataloging (AACR2, MARC21)(Intermediate)
- Content Management Systems (CMS)(Wix) (Intermediate)
- OPAC (Basic)

Reference

Puan Intan Nurbaizura Zainuddin

Academic Advisor,

Universiti Teknologi MARA (UiTM), Rembau

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