

# UMMU AIMAN BINTI MD YUSOF

## Introduction

I am a student of the Faculty of Information Management, Universiti Teknologi MARA (UiTM) Puncak Perdana Campus taking the Library Management course (IM244). Excellent communicator with a passion for learning, and the ability to adapt in new environments.

## WORK EXPERIENCE

### WAREHOUSE ASSISTANT

IehaArshad

March 2021 - May 2021

- Organize products in warehouse according to category and size.
- Ensure all orders are entered accurately into computer systems.

### WAITRESS

Warung Rahmah

Jan 2019 - April 2020

- Greeting guests and taking drink and food orders.
- Delivering food from the kitchen to the guests.
- Ensuring the food order is made correctly by kitchen staff and looks presentable for guests.

### CASHIER

Eriy Hardware

May 2018 - December 2018

- Provides a positive customer experience with fair, friendly, and courteous service.
- Registers sales on a cash register by scanning items, itemizing and totaling customers' purchases.

## EDUCATION

### BACHELOR

Bachelor of Information Science (Hons)  
Library Management Current CGPA: 2.95

### STPM

SIJIL TINGGI PERSEKOLAHAN  
MALAYSIA CGPA: 2.42

### SPM

SIJIL PELAJARAN MALAYSIA  
1A 2B+ 2B 1C+ 1C 2D 1E

## MY SKILLS

### Project Management



### Problem Solving



### Creativity



### Leadership



### Team Management



## REFERENCES

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