

CURRICULUM VITAE

PERSONAL INFORMATION

Name : Rethaudin Bin Jasmil
 NIC : 760526-12-5003
 Home Address : No 14, Jalan Lantas
 Kg. Likas Lama
 89400 Likas, Sabah
 Correspondence Address : Hse No 37, Jalan Banbasang,
 Kg. Likas, 88400 Kota Kinabalu
 Sabah
 Nationality : Malaysia
 Telephone # : +0060 014 671 9348
 Place and Date of Birth : Likas, Kota Kinabalu, Sabah and May 26, 1976
 Sex : Male
 Marital Status : Married with one daughter and one son
 Height/ Weight : 5'11"/88.5kg
 Languages : English/ Malay/ Bajau/ (Oral and Written)



OBJECTIVE

I am willing to give total support the organization that I am in, with the experience and capability that I have, in order to achieve organization's goals and create mutual benefits.

FORMAL EDUCATION

2001 – 2004	Universiti Tun Abdul Razak (UNITAR) Bachelor Degree of Business Administration (Completed Major in Accounting: CGPA 2.74)	Selangor, Malaysia
1999 – 2000	Kolej Yayasan Pelajaran MARA Affiliated Programme with Multimedia University (MMU) Bachelor Degree was spent 3 semesters only (Major in Accountancy: CGPA 2.05) Transfer to Universiti Tun Abdul Razak	Kuala Lumpur, Malaysia
1997 – 1998	Institut Teknologi Tun Abdul Razak (ITTAR) Diploma in Accountancy (Completed Major in Accountancy: CGPA 3.29)	Kuala Lumpur, Malaysia

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1996 – 1997	Kolej Komuniti Yayasan Sabah Certificate of Business Management (Completed Major in Business Management: CGPA 3.53)	Sabah, Malaysia
1994 – 1995:	AKADEMI PERTAMA (Completed form lower 6 and upper 6).	Sabah, Malaysia
1989 – 1993:	Sekolah Menengah Kebangsaan Likas Secondary School was spent partly SMK Likas (Completed Form 1 to form 5)	Sabah, Malaysia
1983 – 1988:	Sekolah Kebangsaan Likas, Primary School was spent in Likas (Completed Grade 1 to grade 6)	Sabah, Malaysia

WORK EXPERIENCE

2014 – Present	: Advisor for SALIN RESOURCES (Part Time only)
2010 – 2013	: Committee in NGO Sabah, Malaysia (Welfare and Humanitarian) <ul style="list-style-type: none"> ○ Conducting quarterly meeting on potential programme. ○ Maintaining communication with other committee and members. ○ Assisting all committee in decision making. ○ Strengthen relationship between government agencies and member through welfare and humanitarian and seasonal programme. ○ Helping and assisting disable person and senior citizens. ○ Conducting Donation Programme for Natural Disaster and Homeless. ○ Sending member to involve in government programme such as State and Federal government public activities like National Day, Cultural Exhibition, Healthy Campaign and Welfare activities.
2007 – 2009	: Advisor for Opening New Business in Crystalized Firm Harmony Sdn. Bhd Kota Kinabalu, Sabah <ul style="list-style-type: none"> ○ Developing Business Model for Swarovski Crystal Product. ○ Formulated Business Plan to won Distributorship from Swarovski Inc. ○ Presenting achievable business plan in Swarovski Management.

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- Conducting an officiating Official Ceremony for Distributor for Swarovski Product in Sabah and Sarawak.
- Implementing business plan stage by stage annually.
- Conducting evaluation on performance such as sales, cost, pricing, revised strategies and marketing target.
- Communicating the monthly result to the Managing Directors and other Directors to enhance business operations.

2005 – 2006

: Head Account Department

Firm Harmony Sdn. Bhd

Kota Kinabalu, Sabah

- Develop flexible and strict Policy for accounting methods for practices to promote overall transparency performance.
- Maintaining departmental relationship to make sure all financial budgeted properly recorded and timely reported.
- Providing Managing Director and other directors accurate and update financial and performance outlook all aspect of business operation.
- Generate Policies and Procedures for Business.
- Coordinate every department towards business objectives.
- Liaise with government agencies such as IRB, other mandatory related Labour Agency, EPF, SOCSO and External Auditor.
- Formulating financial strategies for Directors to enhance business operations.

2003 – 2004

: Assistance Accountant

Borneo General Industries Sdn. Bhd

Kota Kinabalu, Sabah

- Handle full set of Accounts
- Preparing gradual reports weekly, and monthly to Directors
- Provide performance analysis for cost, sales, fixed expenses
- Maintaining healthy cash flows for monthly basis.
- Reconcile Bank Statements
- Developed Pricing Policy and Strategies for competitive advantages

2001 – 2001

: Trainee Assistance Information Controller

KUB Audit Firm, Kuala Lumpur, Malaysia

(Appointed for three months only)

- Assist the Head information controller in maintaining information transparency and gradually reported.
- Handle volume of information such as invoices, receipts, appointments, filing, and organizing information into departmental.

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TRAINING AND SEMINARS

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| January 18th, 1996 | : SABAH TUTORIAL INSTITUTE
Computer Training Application |
| April 13th, 1996 | : KOLEJ KOMUNITI YAYASAN SABAH
Career and Motivation Seminar |
| September 17th-18th, 1997 | : MULTIMEDIA UNIVERSITY
Multimedia Technology – The Global Trend |
| April 22nd-30th, 1999 | : INSTITUT TEKNOLOGI TUN ABDUL RAZAK
Official Visit to Cape Town, Republic South of Africa |
| February 8th, 2004 | : INSTITUT LATIHAN PENGENDALI MAKANAN MALAYSIA
Basic Training for Foods Cleanliness and Safety |

OTHER ACHIEVEMENTS

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| Treasurer of Student Associations | : AKADEMI PERTAMA <ul style="list-style-type: none"> ○ Acting Treasurer for financing student's activities for two consecutive years. (1994 – 1995) |
| Event Organising | : UNIVERSITI TUN ABDUL RAZAK (UNITAR) <ul style="list-style-type: none"> ○ Appointed Committee coordinator for the seminar (set up & arrange program of events, entertainment, prizes) liaised with all committee members concerned. |
| Student Representative Council | : UNIVERSITI TUN ABDUL RAZAK (UNITAR) <ul style="list-style-type: none"> ○ Appointed as a leader for students in Entrepreneurships. ○ Promoting ethics and business values among students. ○ Encouraging students involve in small business with liaise with University business programme. |

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Facilitator

: UNIVERSITI TUN ABDUL RAZAK (UNITAR)

- Appointed as a facilitator for Registration Day.
- Provide accurate information for parents and students regarding courses offered by University.
- Creating comfort environment for potential students.
- To attract parents or students to register by showing facilities offered by University.

Safety Unit

: UNIVERSITI TUN ABDUL RAZAK (UNITAR)

- To make sure all facilities provided by University for any students programmes clean, tidy and functional.
- Set up an emergency team equip with first aid kit and medicines.
- Liaise with St. John and Red Cross for external activities.

SKILLS

Computer

- MS Word; MS Excel; MS Power Point
- FileMaker Pro
- Photoshop Pro
- Maintenance of PC
- Video (Editing, Cutting)
- Audio (Editing, Cutting)

PERSONAL CHARACTERISTICS

Personal Quality

- Have been described, as outgoing, and I like challenge.

Preferred Work Style

- Prefer to work in fairly environment, where performance can be measure with some accuracy. Would like to think that I am ambitious person, yet realistic about my chances of completing a task successfully.

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Executive Qualities

- Having Vice President for the Borneo Student Society. I'm enjoyed taking Vice President and decision-making in various capacity. I look forward to learning much more.

Availability

- I am presently doing the part time advisor and would be able to start at your convenience.

PERSONAL INTERESTS

- Reading Books (Historical, Management, Lifestyles and strategies)
- Watching (Film Documentary, Animals, Comedy)
- Travelling (Leisure, Outstations, Visiting Domestic Area and Foreign Country)
- Collecting (Rare Coins, Precious Metals, Genealogy)

REFERENCES:

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|---------------------------------------|--|
| (01). Ms. Suraya | : KUB Audit |
| (02). Tn Haji Abdul Aziz | : Advisor of Borneo Student Society, UNITAR |
| (03). Assc. Prof. Syed Omar Syed Agil | : Head of Student Affairs Department, UNITAR |
| (04). Assc. Prof. Syed Hamid Al-Junid | : Vice President of University, UNITAR |
| (05). Assc. Prof. Mohd Khir Ashari | : Head of Coordinator Department, UNITAR |
| (06). Mohd Ramlan Mohd Soon | : Director Firm Harmony Sdn. Bhd. |
| (07). Datuk Misri Barham | : Adviser for NGO (National Security Council) |
| (08). Dato' Suhaimi Hj Mohd Salleh | : Liaison for NGO (Federal Task Force in Sabah and Labuan) |