




SITI AZAIMAH JAPILIN
HUMAN RESOURCE
EXECUTIVE

PROFIL

I am a fresh graduate from Universiti Malaysia Sarawak with Bachelor of Science with Honours (Human Resource Development). I have decent working experience and am seeking new challenge to fully utilize my talent.


Perumahan Kerajaan, peti surat 39
89307 Ranau Sabah


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azaimahjapilin@yahoo.com

PROFESIONAL & PERSONAL SKILL

Microsoft office	●●●●●●
SPSS	●●●●●●
Web Master	●●●●●●
Interpersonal	●●●●●●
Communication	●●●●●●
Social skill	●●●●●●

LANGUAGE

English	●●●●●●
Melayu	●●●●●●
Dusun	●●●●●●

EDUCATION

Universiti Malaysia Sarawak *SEPT2013-JUN2016*
CGPA : 3.14
Bachelor of Science with Honours Human Resource Development

Politeknik Kota Kinabalu *JAN2010-NOV2012*
CGPA : 3.35
Diploma in Hotel & Catering

Sekolah Menengah Mat Salleh *JAN 2004 - DEC 2008*
Sijil Pelajaran Malaysia

WORK EXPERIENCE

Mount Kinabalu Heritage Resort & spa *JUN 2011-Dec2011*

- Service in Food & Beverage and Restaurant operation
- Handle customer booking and check in, Front office
- Able to handle customer complaint

Lembaga Koko Malaysia *JULAI2016-SEPT2016*

- Prepare certificate and formal letter for industrial training application.
- Prepare for weekly seminar and workshop for the employees
- Receiving incoming call.
- Help to prepare for Board director meeting in term of preparing the documentation and the meeting room.
- Update HRMIS for the employees.

REFERENCES

Nik Norsyamimi Bt MD. Nor <i>Lecturer/Mentor</i>	DR. Zulmahari Bin Haji Merawi <i>Lecturer</i>
Faculty of Cognitive Science & Human Resource Development Universiti Malaysia Sarawak +6082581532 mnnnorsyamimi@unimas.my	Universiti Malaysia Sarawak 94300 Kota Samarahan Sarawak +6082581568 hmzulmahari@unimas.my

CERTIFICATE & AWARD

Profitable Business Club Project

- Team Leader for publicity & Promotion : Seminar
Menjana Pendapatan Melalui Facebook & Blog

Foundation Of Entrepreneurship Cultivation Project

- Team leader for EBX exhibition 2014

Malaysian University Test