

RESUME

Name : Erakarmila Binti Hasan
IC No : 970806-12-6006
Date Of Birth : 6 August 1997
Age : 20 Years Old
Religion : Islam
Gender : Women
Marital Status : Single
Race : Bajau
Nationality : Malaysia
Language Spoken : Malay, English
Address : Tingkat 4b, Tangga 3, Bangunan No 6 Jalan Old Slipway
Sandakan, 90000 Sandakan, Sabah



EDUCATIONAL BACKGROUND

Year	Name of School / Institution
2004-2009	Sk Sri Tanjung Papat 2
2010-2012	Smk Datuk Pengiran Galpam
2013-2016	Kolej Vokasional Likas

LATEST EDUCATIONAL INFORMATION

Program : Diploma in Secretarial Administration with Honors (Malaysia Vocational Diploma)
Program Code : BKP
Institution : Vocational College Likas, Kota Kinabalu
Faculty : Business Department
CGPA : 3.50
No Matrix : LIVOC/BKP13-007

EXPERIENCE

Implementing industrial training

Employer:

Proton Edar Sdn Bhd
Uem Building, Mile 1.5 North Road
90000, Sandakan, Sabah.

Division : Admin / Customer Relation Assistant
Work Start Date : December 1, 2016
Work End Date : March 31, 2017

CONTRIBUTIONS AND ACHIEVEMENTS

Year	Kind Donations
2007	Participate in contests Marching Uniformed Sabah State Level Primary School
2008	1. Participate in contests Marching Uniformed Sabah State Level Primary School 2. Participate in contests Marching Uniformed Societies National Level Primary School 3. Joining the Merdeka Month celebration-51
2009	1. Joining Foot Drill Competition State Level 2. Marching Contest Sabah State Level Primary School 3. Competition joining Uniformed Marching Unit Level Primary School Sandakan District Education Office
2010	1. Receive Attendance Award 2. Participate in the Human Development Program 3. The Secretary ERT 4. Participate in contests Uniformed Marching Unit Sabah State Level
2011	1. Uniformed Units Camp Program 2. Chairman of the Association of Home Economics 3. Attendance
2012	1. Kehadiran 2. Attend SmartStudy Memory Skills 3. The Secretary of the Economic Club of Household in 2012
2014	1. Program Highlighting joining Far From Ordinary 2. Joining the Program Block 3. Getting Excellence Award 4. The Secretary PERPIS
2015	Attending Drugs And Teens Program

SELF STRENGTH

- ❖ Have Skills Using All Types Microsoft Software
- ❖ Has Psm 35 Lightning Typing Skills
- ❖ Has commands Method Writing Skills
- ❖ Have Skills Provide Multiple Document

- ❖ Has Multiple Uses skills and Software Engineering Office
- ❖ Is An Individual Practice Protocol and Etiquette
- ❖ Is An Individual Ready To Receive And Instructions To Perform Granted
- ❖ An Open And Ready To Think Receive Strikes And Advice
- ❖ Fast And Easy Learning Adapting to New Situations
- ❖ Have Good Communication Skills
- ❖ Proficient Speak In Malay And English
- ❖ Have Exposures Chinese-Mandarin
- ❖ May Cooperate With Good
- ❖ Willing To Work Overtime