



**SARAH JOLIAN**

#### **PERSONAL PARTICULARS**

<b>Age</b>	<b>: 25 years</b>
<b>Date of Birth</b>	<b>: 20<sup>th</sup> Jan 1992</b>
<b>Nationality</b>	<b>: Malaysian</b>
<b>Gender</b>	<b>: Female</b>
<b>Marital Status</b>	<b>: Single</b>
<b>IC No.</b>	<b>: 920120-12-6620</b>
<b>Religion</b>	<b>: Christian Seventh-day Adventist</b>
<b>Permanent Residence</b>	<b>: Kampung Magatang P.O. Box 2841, 89008 Keningau, Sabah.</b>
<b>Mobile No.</b>	<b>: 011-1891 8430</b>
<b>Email</b>	<b>: qlorakyrea@yahoo.com</b>

#### **PROFESSIONAL OBJECTIVE**

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Looking for a job at a company which allowed me to further utilize my skills and to gain as much knowledge and experiences. I am also want to obtain a work experience in a company that offers me a consistently positive atmosphere to learn new things and enable me to grow while meeting the corporation goals.

Apply for Course : **Administration/Any related course**

## **EDUCATION**

<b>YEAR</b>	<b>Institutions</b>	<b>Qualification &amp; achievement</b>
<b>2011 – 2014</b>	Alpha College of Technology Seremban 2, Negeri Sembilan	<b>Bachelor of Business Administration (Hons) CGPA : 2.79</b>
<b>2004 – 2010</b>	Sekolah Menengah Kebangsaan Keningau	<b>❖ Penilaian Menengah Rendah (PMR) : Year 2006 (2B,3C,2D)</b>  <b>❖ Sijil Pelajaran Malaysia (SPM) : Year 2008 (3B,3C,3D)</b>  <b>❖ Sijil Pelajaran Tinggi Malaysia(STPM): Year 2010 (B,D+,B-,D)</b>
<b>1998 – 2003</b>	Sekolah Kebangsaan Magatang, Keningau Sabah.	<b>❖ Ujian Penilaian Sekolah Rendah (UPSR) : Year 2003 (1B,4C)</b>

## **WORK EXPERIENCE**

- Practical Training at Perbadanan Kemajuan Kraftangan Malaysia (Sabah) for 6 months.
- Work as a Substitute Teacher at Sk. St. James Apin-Apin (April-July 2015)

## **AWARDS CERTIFICATES OF MERIT**

- Health Training & Leadership Convention (2011)
- Program Juruteknik Komputer (2011/2012)

## **ACHIEVEMENT AND EXPERIENCE**

<b>YEAR</b>	<b>COURSE</b>
16 JUNE – 23 DEC 2014	Successfully completed Practical Training at Perbadanan Kemajuan Kraftangan Malaysia branch Sabah.
27 JULY 2012	Participated In “Kejohanan Seni Bela Diri Taekwando (WTF)”
23 DECEMBER 2010	Participated In “ Piano Recital”
3 -5 SEPTEMBER 2010	Participated School Level Of “Seminar Tatacara Pengelolahan Aktiviti Kokurikulum”
2009-2010	Committee for Badminton Club and organize various event for the school (2009-2010)
18 MARCH 2009	Participated In “Pembangunan Modal Insan”
29-31 AUGUST 2008	Participated In “Program Kecemerlangan Pendidikan(PKP) Tahun 2008”

## **SKILLS & STRENGTH**

<b>Computer Literacy</b>	<ul style="list-style-type: none"><li>○ Internet</li><li>○ Microsoft Office<ul style="list-style-type: none"><li>Microsoft Word</li><li>Microsoft Excel</li><li>Microsoft PowerPoint</li></ul></li><li>○ C++</li><li>○ Mysql</li><li>○ Database</li><li>○ Dreamweaver and WampServer</li></ul>									
<b>Languages</b>	<p><b><u>Proficiency:</u> 0=</b>Poor - 10=<b>Excellent)</b></p> <table><tr><td><b>Language</b></td><td><b>Spoken</b></td><td><b>Written</b></td></tr><tr><td>Bahasa Melayu</td><td>10</td><td>10</td></tr><tr><td>English</td><td>8</td><td>8</td></tr></table>	<b>Language</b>	<b>Spoken</b>	<b>Written</b>	Bahasa Melayu	10	10	English	8	8
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<p><b>Strength</b></p>	<ul style="list-style-type: none"> <li>➤ Willingness to learn a new things</li> <li>➤ Able to work independently &amp; a member of a team</li> <li>➤ Respect and accept other persons view</li> <li>➤ Honest and trustworthy</li> <li>➤ Pleasant personality</li> <li>➤ Meticulous and organized</li> <li>➤ Hardworking and friendly to all kind of people</li> <li>➤ Responsible, reliable and have a good working attitudes</li> </ul>
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## **REFERENCE**

1. Company : Perbadanan Kemajuan Kraftangan Malaysia Cawangan Sabah.  
En. Abd. Rahman Omar  
Position: Executive Director  
Contact No: 088-433461
  
2. Company :Alpha College of Technology Seremban 2 N.Sembilan  
Dr. Hamzaid Bin Yahya  
CEO Kolej Teknologi Alpha  
Contact No : 019-6553477  
Email : hamzaid@drhamzaid.com