



PRIZELEA MISON

~Kg. Marak Parak p/s 31 89107
Kota Marudu Sabah
~ 014 8647591 / 016 8490291
~ prizeleamison@gmail.com
~ 08/April/1991
~ Single

Expected salary: Range
RM1, 200 – RM2, 000

Career Objective: I am fresh graduate currently looking for a full-time job where I can utilize my skills and experience to contribute toward organization growth. Moreover, I would like to work with other professionals to improve my skills which will allow me to grow professionally.

Skills:

- Excellent written and verbal communication skills in Bahasa Malayu and moderate in English.
- Highly organized and efficient
- Ability to work independently or as part of a team
- Flexible, fast learner and willing to be trained
- Possess leadership skills and adapting to various personalities and management styles.
- Computer skills (Microsoft office – MS word, Excel, PowerPoint, Movie Editing, Internet, etc.)

Work History:

Clerk - Syarikat Guan Aik Hin (Shell Station Kota Marudu) May 2015-
Salary: RM1, 500.00 Aug 2016

- Prepay day by day reports of fuel, oil and other sales
- Calculate total payments received during a time period and reconcile with total sales
- Compute and record totals of transactions
- Compile and maintain non-monetary reports and records
- Maintain customer records and follow up occasionally
- Ensuring that the right supply of gas is delivered on time
- Monitoring fuel discharging operation and ascertain that all safety regulations and procedures as followed.
- Interacting with the public on a regular basis and providing exceptional customer service.
- Resolve customer complaints
- Handling outgoing and incoming call

Admin (Practical Training) - Majlis Daerah Kota Marudu July -
(MDKM) Aug 2014

- Filing
- Word processing
- Fielding telephone calls
- Handling office machinery such as photocopy and fax machine

Education:

- Bachelor of Administrative Science (Honours), University Technology Mara (UiTM) 2015
 - CGPA: 2.74 (in a scale of 4.00)
- Sijil Tinggi Pelajaran Malaysia (STPM), Smk Kota Marudu 2010
 - CGPA: 2.58 (in a scale of 4.00)
- Sijil Pelajaran Malaysia (SPM), Smk Kota Marudu 2008
 - 2 4B, 2 5C, 2 6C, 4 7D, 1 8E

Seminar / Training attends:

- HSSE Training (Occupational First Aid Training and Barriers to Emergency Situation, Emergency Response, Practical Fire Fighting) By *MCSR Global Sdn. Bhd* Aug 2015
- Computer course (Basic Computer Studies & Internet Applications, Presentation - Level 1&2 (MS PowerPoint) and Movie Editing.) By *Ministry of Resource Development and IT Sabah, & collaboration with AMC.* Apr 2011

Reference:

- Jiequeen Joanesse
 - Occupation: Assistant Enforcement Officer N17 (JPJ)
 - Contact No: 010 – 946 9587
 - Email: jiequeenjoanesse@gmail.com
- Mona Lisa Tai Mei Chein
 - Occupation: Assistant Manager Syarikat Guan Aik Hin
 - Contact No: 016 – 833 5048
- Naney Martina Liman
 - Occupation: Assistant Administrator of MDKM
 - Contact No: 014 – 339 5757

UiTM 1503659



UNIVERSITI TEKNOLOGI MARA

It is hereby certified that

Prizelea Mison

having followed the approved programme of study in the

Faculty of Administrative Science and Policy Studies

and having passed the examinations and having

fulfilled all other conditions prescribed by the

University is hereby awarded the degree of

***Bachelor of Administrative Science (Honours)
Second Class (Lower)***

this 16th day of April 2015



Vice Chancellor

Registrar

Official Transcript

UNIVERSITI TEKNOLOGI MARA
40450 SHAH ALAM, SELANGOR, MALAYSIA



| | | | |
|--------------------|--|------------------|-----------------|
| NAME | : PRIZELEA MISON | SESSION ADMITTED | : DECEMBER 2011 |
| FACULTY | : FACULTY OF ADMINISTRATIVE SCIENCE & POLICY STUDIES | STATUS | : COMPLETED |
| PROGRAMME | : BACHELOR OF ADMINISTRATIVE SCIENCE (HONOURS) | GRADUATION | : MAY 2015 |
| STUDENT NUMBER | : 2011121235 | | |
| GENDER | : FEMALE | | |
| DATE OF BIRTH | : 08/04/1991 | | |
| IC/PASSPORT NUMBER | : 910408126698 | | |
| CITIZENSHIP | : MALAYSIAN | | |

PAGE 1 OF 2

| CODE | CREDIT | COURSE | GRADE |
|------|--------|--------|-------|
|------|--------|--------|-------|

SEMESTER 2 2011/2012

| | | | |
|---------------------|------|--|----|
| ADS404 | 3.00 | INTRODUCTION TO PUBLIC ADMINISTRATION | B- |
| ADS410 | 3.00 | INTRODUCTION TO PUBLIC SECTOR QUALITY MANAGEMENT | B- |
| ADS460 | 3.00 | MANAGEMENT PRINCIPLES AND PRACTICES | D |
| ADS465 | 3.00 | INDUSTRIAL RELATIONS | B- |
| ECO415 | 3.00 | ECONOMICS | B- |
| HBU111 | 1.00 | NATIONAL KESATRIAN | A- |
| LAW245 | 3.00 | MALAYSIAN LEGAL SYSTEM | C+ |
| QMT412 | 3.00 | BUSINESS STATISTICS | B |
| GPA: 3.72 | | CGPA: 2.72 | |
| HOURS EARNED: 19.00 | | (19.00) | |

SEMESTER 1 2012/2013

| | | | |
|---------------------|------|--|----|
| ACC114 | 3.00 | INTRODUCTION TO ACCOUNTING I | A- |
| ADS460 | 3.00 | MANAGEMENT PRINCIPLES AND PRACTICES | C |
| CSC413 | 3.00 | INTRODUCTION TO INTERACTIVE MULTIMEDIA | C+ |
| CTU551 | 2.00 | ISLAM AND ASIAN CIVILIZATION | B+ |
| HPD112 | 1.00 | PUBLIC SPEAKING (BAHASA MELAYU) I | A |
| LAW299 | 3.00 | BUSINESS LAW | C+ |
| MAT112 | 3.00 | BUSINESS MATHEMATICS | C+ |
| PRO458 | 3.00 | PUBLIC RELATIONS | B- |
| GPA: 2.70 | | CGPA: 2.71 | |
| HOURS EARNED: 21.00 | | (21.00) | |

SEMESTER 2 2012/2013

| | | | |
|---------------------|------|------------------------------------|----|
| ACC280 | 3.00 | MANAGEMENT ACCOUNTING | B+ |
| ADM551 | 3.00 | HUMAN RESOURCE MANAGEMENT | B- |
| ADS509 | 3.00 | MALAYSIAN PREMIERSHIP STUDIES | C+ |
| BEL462 | 2.00 | READING AND CRITICAL THINKING | B- |
| BMD401 | 2.00 | MANDARIN LANGUAGE I | B+ |
| CTU553 | 2.00 | ETHNIC RELATIONS | B- |
| HPD222 | 1.00 | PUBLIC SPEAKING (BAHASA MELAYU) II | A- |
| LAW503 | 3.00 | BUSINESS LAW | C |
| GPA: 2.74 | | CGPA: 2.72 | |
| HOURS EARNED: 19.00 | | (19.00) | |

SEMESTER 1 2013/2014

| | | | |
|--------|------|--------------------------|----|
| ADM501 | 3.00 | ORGANIZATIONAL BEHAVIOR | C |
| ADS452 | 4.00 | ETHICS IN ADMINISTRATION | B |
| ADS505 | 3.00 | LOCAL GOVERNMENT | C+ |
| ADS654 | 4.00 | POLICY ANALYSIS | C+ |

- This transcript is valid when it bears the signature on behalf of the Registrar and the embossed seal of Universiti Teknologi MARA.
- See reverse for explanation of grading system.
- Release of this information to a third party requires written consent from the student.

D0436217

Official Transcript

UNIVERSITI TEKNOLOGI MARA
40450 SHAH ALAM, SELANGOR, MALAYSIA



NAME : PRIZELEA MISON
FACULTY : FACULTY OF ADMINISTRATIVE SCIENCE & POLICY STUDIES
PROGRAMME : BACHELOR OF ADMINISTRATIVE SCIENCE (HONOURS)
STUDENT NUMBER : 2011121235
GENDER : FEMALE
DATE OF BIRTH : 08/04/1991
IC/PASSPORT NUMBER : 910408126698
CITIZENSHIP : MALAYSIAN
SESSION ADMITTED : DECEMBER 2011
STATUS : COMPLETED
GRADUATION : MAY 2015

PAGE 2 OF 2

| CODE | CREDIT | COURSE | GRADE |
|--------|--------|--------------------------------|-------|
| BEL422 | 2.00 | REPORT WRITING | B |
| BMD451 | 2.00 | MANDARIN LANGUAGE II | A |
| CSC208 | 3.00 | MANAGEMENT INFORMATION SYSTEM | C |
| | | GPA : 2.59 CGPA : 2.68 | |
| | | HOURS EARNED : 21.00 (80.00) | |

SEMESTER 2 2013/2014

| | | | |
|--------|------|--|----|
| ADS504 | 3.00 | MALAYSIAN ECONOMY | C+ |
| ADS511 | 4.00 | RESEARCH METHODOLOGY AND DATA ANALYSIS | B- |
| ADS512 | 4.00 | PROJECT MANAGEMENT | C+ |
| ADS607 | 3.00 | MANAGING CHANGE | B |
| ADS652 | 4.00 | PUBLIC FINANCE | B- |
| BEL432 | 2.00 | BUSINESS AND PROFESSIONAL CORRESPONDENCE | C+ |
| BMD501 | 2.00 | MANDARIN LANGUAGE III | B+ |
| | | GPA : 2.64 CGPA : 2.67 | |
| | | HOURS EARNED : 22.00 (102.00) | |

SESSION 1 2014/2015

| | | | |
|--------|------|--|----|
| ADM570 | 3.00 | SERVICE MANAGEMENT | B- |
| ADS503 | 3.00 | KNOWLEDGE MANAGEMENT | C+ |
| ADS553 | 4.00 | STRATEGIC MANAGEMENT FOR PUBLIC SECTOR | C+ |
| ADS555 | 4.00 | APPLIED RESEARCH PROJECT | A- |
| ADS666 | 5.00 | PRACTICAL TRAINING | A |
| | | GPA : 3.11 CGPA : 2.74 | |
| | | HOURS EARNED : 19.00 (121.00) | |

NO ALTERATION OR ADDITION IS HEREBY AUTHORIZED.
THIS TRANSCRIPT WAS ISSUED BY THE OFFICE OF REGISTRAR

FOR REGISTRAR
DATE : 13/04/2015

- This transcript is valid when it bears the signature on behalf of the Registrar and the embossed seal of Universiti Teknologi MARA.
- See reverse for explanation of grading system.
- Release of this information to a third party requires written consent from the student.

D0436218



MAJLIS PEPERIKSAAN MALAYSIA
(MALAYSIAN EXAMINATIONS COUNCIL)

SIJIL TINGGI PERSEKOLAHAN MALAYSIA
(MALAYSIA HIGHER SCHOOL CERTIFICATE)

Adalah disahkan bahawa PRIZELEA MISON
(This is to certify that

No. Kad Pengenalan 910408-12-6698
Identity Card No.

telah menduduki peperiksaan SIJIL TINGGI
has sat for the Malaysia Higher School

PERSEKOLAHAN MALAYSIA dan telah mencapai gred kelulusan seperti yang tercatat bagi
Certificate examination and reached the grade of pass specified in each of the following
mata pelajaran yang tersebut di bawah ini:
subjects.)

Angka Giliran: SE200/1035
(Index No.) SMK KOTA MARUDU, KOTA MARUDU

Tahun Peperiksaan: 2010
(Year of Examination)

| Mata Pelajaran (Subject) | Gred (Grade) | NGMP* (SGP) | |
|-----------------------------|-----------------|----------------|--------------------|
| PENGAJIAN AM | B | 3.00 | (LULUS PENUH) |
| BAHASA MALAYSIA | B+ | 3.33 | (LULUS PENUH) |
| GEOGRAFI | C+ | 2.33 | (LULUS PENUH) |
| EKONOMI | C- | 1.67 | (LULUS SEBAHAGIAN) |

Bilangan Mata Pelajaran Lulus: 4
(Number of Subjects Passed)

*Nilai Gred Mata Pelajaran
(Subject Grade Point)

Prof Tan Sri Dato' Dzulkifli bin Abdul Razak
Pengerusi
(Chairman)
Majlis Peperiksaan Malaysia
(Malaysian Examinations Council)

Omar bin Abu Bakar
Ketua Eksekutif
(Chief Executive)
Majlis Peperiksaan Malaysia
(Malaysian Examinations Council)



10/06/2010

KEMENTERIAN PELAJARAN
MALAYSIA



MINISTRY OF EDUCATION
MALAYSIA

**LEMBAGA PEPERIKSAAN
EXAMINATIONS SYNDICATE**

Calon yang tersebut namanya di bawah telah mengambil
Peperiksaan Sijil Pelajaran Malaysia dan berkecualan untuk menerima

SIJIL PELAJARAN MALAYSIA

Calon ini telah mencapai kelulusan seperti yang tercatat di bawah
bagi mata pelajaran berkenaan.

PRIZELEA MISON

910408-12-6698

HE001A102

SEKOLAH MENENGAH KEBANGSAAN KOTA MARUDU SABAH

Mata Pelajaran

Subject

BAHASA MELAYU
BAHASA INGGERIS
PENDIDIKAN MORAL
SEJARAH
MATHEMATICS
ADDITIONAL MATHEMATICS
PRINSIP PERAKAUNAN
PHYSICS
CHEMISTRY
BIOLOGY
ENGLISH FOR SCIENCE AND TECHNOLOGY

Gred

Grade

4B (EMPAT)
6C (ENAM)
4B (EMPAT)
5C (LIMA)
5C (LIMA)
8E (LAPAN)
6C (ENAM)
7D (TUJUH)
7D (TUJUH)
7D (TUJUH)
7D (TUJUH)

JUMLAH MATA PELAJARAN SEBELAS
PEPERIKSAAN TAHUN 2008


Pengarah Peperiksaan
Director of Examinations

Congratulations

PRIZELEA MISON

910408-12-6698

(SHELL STATION: GUAN AIK HIN)

Has successfully completed the one day
HSSE training on the 11th August 2015

On

**OCCUPATIONAL
FIRST AID TRAINING**

Signature

Tan Yeong Kwan, IFA Trainer

Signature

Cheung Seng Yew, CEO



Malaysia Corporate
Social Responsibility
(770050-A)

ASEAN MASTER CLASS

No. A-40, 2nd Floor, Jalan PJU 1/43, Aman Suria Damansara,
47301 Petaling Jaya, Selangor Darul Ehsan, Malaysia.

Caring Today - Ensuring The Future



CERTIFICATE OF ATTENDANCE

This is to certify that

PRIZELEA MISON

has successfully attended

BASIC COMPUTER STUDIES & INTERNET APPLICATIONS

held on

26 APRIL 2011

at

TT COM NET, KOTA MARUDU


PAUL VOO
Chief Executive Officer
Advanced Business Systems Consultants Sdn Bhd

MINISTRY OF RESOURCE DEVELOPMENT AND IT
SABAH, MALAYSIA
www.kpsktm.sabah.gov.my



organized by
ADVANCED BUSINESS SYSTEMS CONSULTANTS SDN BHD
www.abmc.edu.my


DR. YEE MOH CHAI
Minister
Ministry of Resource Development and IT

in collaboration with



ADVANCED BUSINESS SYSTEMS CONSULTANTS SDN BHD
www.abmc.edu.my


BRUNO VUN
Permanent Secretary
Ministry of Resource Development and IT

Ministry of Resource Development and IT



CERTIFICATE OF ATTENDANCE

This is to certify that

PRIZELEA MISON

has successfully attended

PRESENTATION - LEVEL 1 (MS POWERPOINT)

held on

27 APRIL 2011

at

TT COM NET, KOTA MARUDU


PAUL VOO
Chief Executive Officer
Advanced Business Systems Consultants Sdn Bhd

PAUL VOO

Chief Executive Officer

Advanced Business Systems Consultants Sdn Bhd


DR. YEE MOH CHAI
Minister
Ministry of Resource Development and IT

DR. YEE MOH CHAI

Minister

Ministry of Resource Development and IT


BRUNO VUN
Permanent Secretary
Ministry of Resource Development and IT

BRUNO VUN

Permanent Secretary

Ministry of Resource Development and IT



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CERTIFICATE OF ATTENDANCE

This is to certify that

PRIZELEA MISON

has successfully attended

PRESENTATION - LEVEL 2 (MS POWERPOINT)

held on

28 APRIL 2011

at

TT COM NET, KOTA MARUDU


PAUL VOO
Chief Executive Officer
Advanced Business Systems Consultants Sdn Bhd

MINISTRY OF RESOURCE DEVELOPMENT AND IT
SABAH, MALAYSIA
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Minister
Ministry of Resource Development and IT

Ministry of Resource Development and IT



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BRUNO VUN
Permanent Secretary
Ministry of Resource Development and IT

Ministry of Resource Development and IT



CERTIFICATE OF ATTENDANCE

This is to certify that

PRIZELEA MISON

has successfully attended

MOVIE EDITING

held on

29 APRIL 2011

at

TT COM NET, KOTA MARUDU


PAUL VOO
Chief Executive Officer
Advanced Business Systems Consultants Sdn Bhd

PAUL VOO
Chief Executive Officer
Advanced Business Systems Consultants Sdn Bhd


DR. YEE MOH CHAI
Minister
Ministry of Resource Development and IT

DR. YEE MOH CHAI
Minister
Ministry of Resource Development and IT


BRUNO VUN
Permanent Secretary
Ministry of Resource Development and IT

BRUNO VUN
Permanent Secretary
Ministry of Resource Development and IT



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www.amc.edu.my



MAJLIS DAERAH KOTA MARUDU KOTA MARUDU

SIJIL PENGHARGAAN

Dengan ini disahkan bahawa **CIK PRIZELEA MISON** telah menamatkan latihan industri selama tempoh 6 minggu bermula dari **21 JULAI 2014** hingga **29 OGOS 2014** dengan cemerlang di Majlis Daerah Kota Marudu.

Majlis ini mengucapkan setinggi-tinggi penghargaan dan terima kasih di atas kerjasama yang telah diberikan semasa menjalani Latihan Industri.


.....
(JAIPING MINSU)
Pegawai Eksekutif

Tarikh :28 Ogos 2014

