






MR. MASAM ANAK LANGI
BACHELOR OF SCIENCE WITH HONOURS HUMAN RESOURCE
DEVELOPMENT

Contact No: 013-8498535
E-Mail: samferd92@gmail.com
Expected Salary: RM1600.00

EDUCATION BACKGROUND

	<p align="center">UNIVERSITI MALAYSIA SARAWAK DEGREE IN HUMAN RESOURCE DEVELOPMENT (2012-2015) CGPA: 3.34</p>
	<p align="center">SMK LUAR BANDAR NO.1 SIBU STPM (2011) CGPA: 2.92</p>
	<p align="center">SMK ULU BALINGIAN (2005-2009) SPM (2009) RESULT: 1A, 2A-, 1B+, 1B, 2D PMR (2007) RESULT: 1A, 5B, 1D</p>

WORKING EXPERIENCE

Position: Human Resource Assistant (October 2015 until present) at Woodman Plantation Company Sdn Bhd.

Roles:

1. Manage the employees passport and levy
 -Ensure the employees passport and levy is valid
2. Recruitment and Selection
 - Prepared for recruitment form and interview materials
 - conduct the interview process
 - Update the employees data into the system
3. Warning Letter and Termination
 -Assist supervisor in misconduct issue like absenteeism and issued warning letter to the employees.



Outcomes:

- Learn how to interact with the employees.
- Learn about benefits that employee get and how they entitle for that benefits.
- Learn on labour ordinance during handling misconduct and disciplinary issue.



Position : Human Resource Trainee

Roles:

- a) Update the employees data through SISPEN system
- b) Failing documents
- c) Make the quotation advertisement

Outcomes:

- a) Learn to deal with vendor and employees.
- b) Learn how to arrange and handle reports.

Roles:

1. Allocate daily task to the workers.
2. Issued material from store.
3. Monitor the workers execute their task at plantation field.
4. Calculate and key in the workers salary.

BUMI SURIA VENTURES SDN. BHD

POSITION: FIELD SUPERVISOR

Outcomes:

- Learn how to manage foreign and local workers.
- Learn how to allocate task to workers fairly.
- Learn how to calculate salary for workers in plantation field.

Skills And Strengths

1. Knowledge in Human Resource practice and Labour Law and regulation.
2. Competent in utilizing Microsoft Office (Words, Excel, PowerPoint)
3. Able to Write and Speaks in Malay, English and Iban language
4. Self-oriented, dynamics and self-motivated person.
5. Able to work individually, under minimum supervision and enjoy working as a team

Extra Curricular Activities

1. Join KOR SUKSES or Polis Siswa Siswi at UNIMAS
2. Represent SMK LUAR BANDAR SIBU volleyball tournament.
3. Vice President Of Prefect Organization and Deputy Director For Form 6 Students Representative Council in SMK Luar Bandar No.1 Sibu in the year 2011.
4. Class Monitor, Hostel's Committee Members (Treasurer), prefect and facilitator in courses of prefect.
5. Representative of SMK Ulu Balingian Handball tournament in year 2009 and 2007.

1. ENCIK SHIDIN ANAK DATO
SMK LUAR BANDAR NO.1 SIBU
96000 SIBU, SARAWAK.
TEL : 019-8771564

2. PUAN IDA JULIANA HUTASUHUT
FACULTY COGNITIVE SCIENCE AND HUMAN DEVELOPMENT
UNIVERSITY MALAYSIA SARAWAK
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3. MINI ENANG
HUMAN RESOURCE DEPARTMENT
WOODMAN PLANTATION COMPANY SDN. BHD
TEL: 086-360831