

JAVESTY RACHELL JACK

“A fresh graduate seeking for job opportunities to develop my full potentials while meeting the organization’s goals”



PERSONAL DETAILS

NAME : JAVESTY RACHELL JACK
AGE/D.O.B : 24 YEARS OLD/ 17TH SEPTEMBER 1993
RACE : BISAYA (MALAYSIAN)
ADDRESS : LOT 701, TAMAN RPR FASA 1, JALAN BATU BIAH, 98700 LIMBANG, SARAWAK
EMAIL : Rachell.javesty@gmail.com
CONTACT NO. : 019 – 8661907

EDUCATION BACKGROUND	BACHELOR DEGREE OF ADMINISTRATIVE SCIENCE (HONOURS)			2016
	UNIVERSITI TEKNOLOGI MARA (UiTM) SARAWAK			
	➤ CGPA: 3.52			
	DIPLOMA IN PUBLIC ADMINISTRATION			2014
	UNIVERSITI TEKNOLOGI MARA (UiTM) SARAWAK			
EXPERIENCE	➤ CGPA: 3.56			
	SIJIL PELAJARAN MALAYSIA (SPM)			2010
	SEKOLAH MENENGAH KEBANGSAAN SERI PATIAMBUN LIMBANG			
	➤ 4A 3B 2C			
LANGUAGE	MALAY ★★★★★			
	ENGLISH ★★★★★			
SKILLS	MICROSOFT WORDS ★★★★★			
	MICROSOFT POWERPOINT ★★★★★			
	WINDOWS MOVIE MAKER ★★★★★			
PERSONAL STRENGTHS	➤ GOOD COMMUNICATION SKILLS			
	➤ POSITIVE & MATURED			
REFERENCES	➤ HONEST & TRUSTWORTHY PERSON			
	➤ ADAPTABLE & WILLING TO LEARN			
	➤ ABLE TO WORK INDEPENDENTLY AS WELL AS WORK IN TEAM			
	➤ FOCUSED MIND			
REFERENCES	SURAYA BINTI HABIBOLLAH			
	PENOLONG PEGAWAI PENDIDIKAN DAERAH LIMBANG, SARAWAK			
REFERENCES	CONTACT NO. : 019 – 4820501			
REFERENCES	ELIZABETH CAROLINE AUGUSTINE			
	RESEARCH & INTERNSHIP SUPERVISOR,			
REFERENCES	LECTURER OF FACULTY OF ADMINISTRATIVE SCIENCE & POLICY STUDIES			
	UiTM SARAWAK			
	CONTACT NO. : 014 - 5852226			

RESUME