

## Skills

- Microsoft Word, Excel, PowerPoint
- Ordering
- SPSS
- Production plan
- General HR- recruitment, compiling OT for payroll, annual leave
- Stock take's auditor
- Telemarketing skill
- Time management
- Communication skill

## Career Objective

Interested with something new with different experiences, knowledge, abilities, and attitudes that I can gain from different field other than HR, which is my major. I am up for any challenges as I believe it would benefit me in my career development in the future. A team player also a part of me and it is as important as individual's achievement.

## Experience

### *Enumerator*

**Institut Pengajian Borneo UNIMAS**  
January 2017 – Present

- Collect data for research purpose in rural area

### *Telemarketer*

**Technology College Sarawak**  
May 2016 – August 2016

- Started as a contract telemarketer with main task was convincing students by calling them to enrol to the program of Foundation, Diploma and Degree

### *Safety's Trainee*

**Kuching Water Board**  
Feb, 22 2016 – April, 29 2016

- practically learning about Safety & health in KWB and conducted HIRARC to identify their hazards and countermeasure
- went for site visit to identify each of their work activities
- Conducted interview to gather data of history of accidents at the workplace

### *Supervisor/Group leader*

**AEON CO. (M) BHD**  
June 2014 – October 2015

- Responsible for managing Sushi's department in term of manpower, ordering, executing promotions' plans, monthly stock take, markdown, price alteration, production plan, and goods' receiving
- Other tasks were preparing monthly sales report, entertaining customers, attending monthly sushi's meeting, and cashiering duty

### *Executive, Human Resources (generalist)*

**Borneo Highlands Resort**  
September 2013 – November 2013

- Arranging interview, filing annual leave, compiling OT for payroll, conduction staffs' activities, preparing show caused

and termination letter for those than absent for 3 consecutive days, and other tasks from HR Manager

***Supervisor***

**H&L Retail**

June 2013 – August 2013

•Ensure the goods were sufficient especially during festive seasons, ordering, checking purchased order by suppliers, goods receiving, keep the cleanliness of selling floor, and cashiering duty

***Part time Tutor***

**Pusat Tuisyen Makrifat**

Februari 2013 – June 2013

•Teaching Bahasa Melayu on weekends

***Sales Assistant***

**Cutey Beauty Shop**

December 2012 – June 2013

•Entertain customers, cashiering duty, ensure stocks are available

***Kitchen Helper (part time)***

**Astana Cake House**

November, 2012

•Making buns, prepare flour, ensure cleanliness

## Education

**University Malaysia Sarawak (UNIMAS)**

Bachelor in Human Development (Hons)

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