



STEPHANIE JANTING ANAK THOMAS

## PROFILE

I am a dedicated and highly motivated fresh graduate from Universiti Teknologi MARA seeking for a job where I can contribute my potential ability to organization's development and success. I am willing to learn new skill and knowledge. I am a hardworking person, have a good sense of team work and also able to work independently.

**Mailing Address:** P.O Box 2410, 93748  
Kuching Sarawak

019-8669194

stephaniej1005@gmail.com

## PROFESSIONAL SKILLS

Microsoft Word	●●●●●●
Microsoft Excel	●●●●●●
Microsoft Access	●●●●●●
Microsoft Powerpoint	●●●●●●
Mircrosoft Publisher	●●●●●●
Adobe Photoshop	●●●●●●
Macromedia MX 2014	●●●●●●

## LANGUAGE

English	●●●●●●
Malay	●●●●●●
Iban	●●●●●●
Bidayuh	●●●●●●



## EDUCATION BACKGROUND

- 2014 - 2017 Universiti Teknologi MARA (UiTM)**  
Education Level : Bachelor Degree of Information Science (Hons) Record Management  
CGPA : 3.34/4.00  
Length of Study : Semester 3-7
- 2011 - 2014 Universiti Teknologi MARA (UiTM)**  
Education Level : Diploma in Information Management  
CGPA : 3.00/4.00  
Length of Study : Semester 1-5
- 2005 - 2009 Sekolah Menengah Kebangsaan Tarat**  
Education Level : Sijil Pelajaran Malaysia (SPM)  
Result : Pass  
Length of Study : 2005-2009



## WORK EXPERIENCES

- Aug 2016 - Dec 2016 Chief Minister Office Sarawak (State Implementation Monitoring Unit)**  
Industrial Training
- Jan 2010 - Oct 2011 Everrise Departmental Store BDC**  
Sales Assistant



## CERTIFICATE & AWARD

- Dean award (Semester 6 & 7)
- Industrial Training Certificate (2016)
- Records and Archive Seminar Certificate (2016)
- 1CiTiZEN Certificate (2015)
- IS User Training: Photoshop (2015)
- Bengkel Asas Pembangunan Pangkalan Data Atas Talian Open Source (PHP&MySQL) (2015)
- Konvensyen Perpustakaan Masjid Pelancong (2015)
- Team Building INFORMS (2012)
- Microsoft Excel Certificate (2005)



## REFERENCES

- Raya Aida Bt. Abdul Karim**  
Administrative Officer (N44)  
State Implementation Monitoring Unit (SIMU), Chief Minister Office Sarawak  
011-39260540/082-440943
- Dr. Nurussobah Bt. Hussin**  
Senior Lecture at UiTM Puncak Perdana  
019-3743868