



**STEPHANIE CHRISTINME
ARGO**



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Lot 700, Taman Nauran, Jalan
Pandaruan, Limbang, 98000
Limbang, Sarawak.

PERSONAL INFORMATION

Date of Birth : 06 May 1993
Age : 24 years old
Marital Status : Single
Nationally : Malaysia
Religion : Christian

OBJECTIVE

To find new challenges and opportunities through any job offer and I want to be part of a company where I can enhance my skills and gain work experience for my future development

PERSONAL STRENGTH

- ⇒ Positive attitude
- ⇒ Self-motivated
- ⇒ Can work in group
- ⇒ Good communication skills
- ⇒ Able to work under pressure
- ⇒ Fast learner
- ⇒ Good decision making skills
- ⇒ Easy to adapt to new environment
- ⇒ Sense of responsibility

EDUCATION BACKGROUND

College/University

Institute/University : Universiti Malaysia Sarawak (UNIMAS)
Qualification : Degree of Social Sciences with Honours
(Planning and Management Development)
Grade/Result/CGPA : 2.74
Graduation Date : Nov 2017

Higher Secondary/STPM/A-Level/Pre-U

School/Institute : Sekolah Menengah Kebangsaan
Labuan, Wilayah Persekutuan Labuan
Qualification : Sijil Tinggi Pelajaran Malaysia (STPM)
Grade/Result : B B- C C+ D+
Graduation Date : Dec 2012

Secondary School/SPM

School/Institute : Sekolah Menengah ST Anthony,
Wilayah Persekutuan Labuan
Qualification : Sijil Pelajaran Malaysia (SPM)
Grade/Result : 3B+ 1B 2C+ 3C
Graduation Date : Dec 2010

WORKING EXPERIENCE

Industrial Trainee. Pejabat Residen Bahagian Limbang. February 2017 to May 2017

Learn to manage all the different units during the industrial training. Perform general administrative tasks. Plan and coordinate social development, government functions or official festivals. Handles various documents and becomes a secretariat in the organized program. Manage and fill government data.

Cashier. Family Shopping Mart, Wilayah Persekutuan Labuan. From February 2013 to August 2013 and Jun 2014 to August 2014

Store Assistant. Sunlight Cafe and Cake House, Sitiawan, Perak. February 2011 until April 2011

Assist customers in reserve cake, wrap bread or cake and assist in the cashier.

Part Time Promoter. The Store, Sitiawan, Perak. December 2010 to February 2011

Part time sales promoter in ladies department and provide services and encourage customers to buy women's clothing.

SKILL

Computer Software

- Microsoft Offices : Words, Excel, Power Point, Publisher
- Statistical Analysis in Social Science
- IDRISI

Language

Spoken

Written

- | | | |
|-----------|---------------------|---------------------|
| • Malay | ■ ■ ■ ■ ■ ■ ■ ■ □ □ | ■ ■ ■ ■ ■ ■ ■ ■ □ □ |
| • English | ■ ■ ■ ■ ■ ■ □ □ □ □ | ■ ■ ■ ■ ■ □ □ □ □ □ |

VOLUNTEER EXPERIENCE OR LEADERSHIP

1. Secretariat registration in *Majlis Penyampaian Pingat Perkhidmatan Setia (PPS) Bahagian Limbang* 2017 on May 4 2017.
2. Secretariat in *Sesi Retreat Pentadbiran Bahagian Limbang* 2017 on 11 – 13 April 2017.
3. Secretariat protocol of the *Sehati Sejiwa* program with YB Datuk Joseph Entulu Anak Belaun, Minister in the Prime Minister's Department at *Rumah Assan*, Semena, Medamit, Limbang on 11 March 2017.
4. Secretariat for distribution BR1M 2017 Phase 1 at Limbang on March 2 2017.
5. Secretariat protocols in the handing over of buildings and facilities at *Rizab Semula Jadi* Bukit Hitam and Bukit Sembiling Limbang at Taman Bukit Mas, Limbang on 25 February 2017.
6. Secretariat in program *Sesi Pemurnian Dokumen MS ISO 9001:2008 Pentadbiran Bahagian Limbang* on 20 – 22 February 2017.
7. Volunteer Kolej Cempaka, UNIMAS for RM1, 1 Nation on 14 – 24 March 2014.

ACHIEVEMENT

Description	Date achieved	Details
Industrial Internship	May 5 th 2017	L
Final Year Project	Jun 2016	B
Program Induksi 2015, Program Perancangan Dan Pengurusan Pembangunan Sesi 2013/2014	April 2015	Participant
Night Run, UNIMAS Health Marathon 2016	April 2016	Participant
Pertandingan Bola Jaring Antara Kolej	2014	Participant

REFERENCE

1. Siti Khatijah binti Zamhari
Penyelaras Program Perancangan dan Pengurusan Pembangunan (WA22)
Fakulti Sains Sosial
Universiti Malaysia Sarawak
Tel: 082-584109/ 584158
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