



## 1. PERSONAL DETAILS

Name : Janet Binchos  
I/c No : 930911-12-5412  
Date of birth : 11 September 1993  
Age : 24 years old  
Race : Kadazandusun  
Religion : Christian  
Address : Kg Kayu Madang  
Pejabat Pos Mini Telipok  
88450 Kota Kinabalu Sabah  
No.Phone : 014-3717568  
Email : Janetbinchosjungkin@gmail.com

## 2. ACADEMIC BACKGROUND

Bachelor in Business Administration (Hons)  
Marketing  
UNIVERSITI TEKNOLOGI MARA (UITM)  
CGPA: 2.82  
Graduated on 2017

Diploma In Business Studies  
UNIVERSITI TEKNOLOGI MARA (UITM)  
CGPA : 3.01  
Graduated on April 2014

Sijil Pelajaran Malaysia  
SEKOLAH MENENGAH SAINT PETER  
TELIPOK  
Results : 2A's , 2B's , 2C's , 1D , 3E's  
2009/2010

## 3. PRACTICAL EXPERIENCE

Semester 6 (Aug'16-Dec'16)

TCT Trading Sdn Bhd

- Admin Clerk
- Account Clerk
- Emcee

## 4. WORK EXPERIENCE

TCT TRADING SDN BHD

Account clerk Part-time (Orange Convenient Store Dept)  
Current Job

TCT TRADING SDN. BHD

General worker (Orange Convenient Store Dept)  
Jan – Mac 2015

TCT TRADING SDN. BHD.

General Clerk (Orange Convenient Store Dept)  
Nov – Mac 2014

## 5. SKILLS

### Language

Malay : Excellent  
English : Good  
Chinese (Mandarin) : Moderate

### Computer

Microsoft Office (MS word, MS excel, MS power point), AutoCount Accounting Software

## 6. PROFESSIONAL STRENGTH

- Able to work in team or individually.
- Great communication skills.
- Ability to interact people of different age group.
- Able to work under pressure

## **7. REFERENCE**

Ms. Naomi Padan  
Human Resource Executive  
TCT Trading Sdn Bhd  
Factory Lot C16, Lorong Tembaga Tiga  
Kawasan MIEL KKIP, Jalan Sepanggar  
Menggatal, 88450 Kota Kinabalu  
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