

**DIANA ANAK ALBERT**

NO.43, PEARL GARDEN, JALAN SEBIEW

97000 BINTULU, SARAWAK

013-8794281 (MOBILE)

*Email:dianaalbert93@hotmail.com***PERSONAL PARTICULARS**

NRIC : 930830-13-6574
Nationality : MALAYSIAN
Date of birth : 30 AUGUST 1993
Gender : FEMALE
Marital Status : SINGLE

I have a good sense of teamwork but also able to handle work independently. Confident, flexible and willing to learn new skills.

EDUCATION BACKGROUNDS

2013 – 2016 : **UNIVERSITI MALAYSIA SABAH**
BACHELOR OF PSYCHOLOGY WITH HONOURS
(INDUSTRIAL AND ORGANISATIONAL PSYCHOLOGY)
RESULTS: 3.36 (CLASS TWO: 1)

2011 – 2012 : **SEKOLAH MENENGAH KEBANGSAAN KIDURONG, BINTULU**
SIJIL TINGGI PELAJARAN MALAYSIA
RESULTS: 1A-, 1A, 1B, 1B+ (CGPA: 3.50)

2006-2010 : **SEKOLAH MENENGAH KEBANGSAAN BARU, BINTULU**
SIJIL PELAJARAN MALAYSIA
RESULTS: 3A, 1A-, 1B, 2C+, 1C, 1D

WORKING EXPERIENCES**JANUARY 2013-FEBRUARY 2013****Temporary Teacher at Sekolah Agama (MIS) Bintulu****Job Scope: Teaching Science Year 2, 3 & Dunia Muzik Year 4 & 5.****JUNE 2013-AUGUST 2013****Temporary Teacher at Sekolah Agama (MIS) Bintulu****Job Scope: Teaching Bahasa Malaysia Year 1, Kajian Tempatan Year 4, 5 & 6**

JULY 2016-SEPTEMBER 2016

Intern at Paling Construction Sdn Bhd,Bintulu

Job Scope: Perform administrative tasks such as filing,data entry for employees and attend interviews sessions.

SKILLS		
LANGUAGE	MASTERY	LEVEL OF MASTERY
BAHASA MALAYSIA	ABLE TO WRITE, READ AND SPEAK.	EXCELLENT
BAHASA INGGERIS	ABLE TO WRITE, READ AND SPEAK	EXCELLENT
JAPANESE	ABLE TO WRITE,READ AND SPEAK	MODERATE

COMPUTER SKILLS	LEVEL OF MASTERY
MICROSOFT WORDS	EXCELLENT
MICROSOFT EXCEL	GOOD
MICROSOFT POWERPOINT	GOOD
MICROSOFT PUBLISHER	GOOD

REFERENCES

1. Puan Razima Hanim Osman

Pensyarah Universiti Malaysia Sabah.

016-4456854 razima@ums.edu.my

2. Assoc. Prof Dr. Mohd Dahlan Hj A.Malek

Dekan Fakulti Psikologi Dan Pendidikan.

012-8393815 dahlanam@ums.edu.my