

RETHCA EYON

KG NOSOOB, JALAN NOSOOB BARU A,
PENAMPANG
016-2075448
eyonrethca@gmail.com



ABOUT ME

RETHCA EYON, 23 years old, single. I am dedicated person and excellent in team work. Driven by confidence to be successful and a good future investment for your companies.

EDUCATION

BACHELOR OF MANAGEMENT

At UNITAR INTERNATIONAL UNIVERSITY Sabah
campus
CGPA: 2.75

FOUNDATION IN MANAGEMENT

At UNITAR INTERNATIONAL UNIVERSITY Sabah
campus
CGPA: 2.67

SIJIL PELAJARAN MALAYSIA (SPM)

At SMK PITAS

ACADEMIC ACHIEVEMENT

UNITAR international university

- Team Work Assignment
- Business Communication

SMK PITAS

- Seminar SPM (2011)
- Seminar PMR (2009)
- English Oral Speaking (2011)

PROFESSIONAL SKILLS

MS Words	<div><div></div></div>	100%
MS Power Point	<div><div></div></div>	80%
MS Excel	<div><div></div></div>	60%
Movie Maker	<div><div></div></div>	60%
UBS Sage	<div><div></div></div>	40%

LANGUAGE

Malay	<div><div></div></div>	100%
Dusun	<div><div></div></div>	100%
English	<div><div></div></div>	60%

SKILLS



Team Work



Creative



Organize



Active



Optimist



Leadership

WORK EXPERIENCE

Thong Guan Sdn. Bhd

Three month working on August 2012 before continue study.

Position: Sales Orders

Work History: Handling incoming call, filing, and prepared invoice, key in invoice, print invoice, and check email.

1globalclub empire Sdn. Bhd

Three month working on February – April 2017 during industrial training.

Position: Assistant Account

Work History: Key in invoice, print invoice, Key in billing in UBS system, photocopy, scan document, filing, check email client, and calculate OT.

CO-CURRICULAR EXPERIENCES

Unitar International University

-Community Service

-Story telling Dusun language (naib johan)

SMK PITAS

-Handball (2009-2011)

-Netball (2009-2011)

-Krusus Bina Negara Asas (2010)

REFERENCE

Dorinah Joperin (Account Executive) during industrial training.

019-8115679

Siti Zurainah binti Ramlee (Academic supervisor) at UNITAR international university.

0168391509

