



LENIS ANAK MEDIN

NO 660, KAMPUNG SEROMAH,
JALAN JAMBUSAN,
94000 BAU

Phone (Mobile): 019-8683590

E-mail: lenis_92@ymail.com

Expected Salary: RM 1600

Personal Particulars			
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Age:	26 years old	IC No:	921001-13-5633
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Educational Background and Qualification	
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2015 - 2017	Universiti Teknologi MARA, Kampus Kota Samarahan 2, Sarawak Bachelor of Administrative Science (Hons.) CGPA: 2.95
2010-2013	Universiti Teknologi MARA, Kampus Kota Samarahan 1, Sarawak Diploma In Public Administration CGPA: 2.71
2009	Sekolah Menengah Kebangsaan Paku, Bau Sijil Pelajaran Malaysia (SPM)

Work Experiences	
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| 1. | Organization Name: | Bau District Council |
| | Position : | Practical Training Trainee |
| | Date Joined : | 25 July 2016 |
| | Date Left : | 15 September 2016 |
| | Work Description : | Assisting in basic daily clerical and administrative task as such basic data entry, Microsoft office word and basic inventory task. |
| 2. | Organization Name: | Kolej Kediaman Seri Mulu/ Seri Serapi
UiTM Campus Kota Samarahan |
| | Position : | Pelatih Skim Khidmat Pelajar |
| | Date Joined : | Jun 2013 |
| | Date Left : | September 2013 |
| | Work Description : | Assisting College Resident's Staff in any college residential related basic task and basic data entry |

3. Organization Name: Siang- Siang Sdn Bhd.
 Position : Waiter
 Date Joined : 4 January 2010
 Date Left : 28 February 2010
 Work Description : Taking order of customer's beverages and cleanliness of food premise.

Courses And Seminar Attended

- 2015 Ceramah " Transformation Towards Outstanding Communication Skills"
 Organized by Faculty of Administrative Science and Policy Studies, UiTM Kota Samarahan, Sarawak. (12 December 2015)
- 2009 Program Rakan Muda Sekolah: Selamat Di Jalan Raya organized by Kementerian Belia dan Sukan with cooperation Kementerian Pelajaran Malaysia at Sekolah Menengah Kebangsaan Lake, Bau. (4 July 2009)

Computer Skills

Microsoft Office- Microsoft Office Words, Power Point, Microsoft Excel
 Statistical Package for the Social Sciences (SPSS)

Interpersonal Skills

1. Able to work hard.
2. Ability to work independent or in a group.
3. Self-reliance, hardworking and resourceful.
4. Willing to work for long hours.
5. Love to learn something new.

6.	Language capabilities:
	1. Bahasa Malaysia: Speaking : Advance Writing : Advance
	2. Bahasa Inggeris: Speaking: Advance Writing: Intermediate
	3. Bahasa Iban Speaking : Advance Writing: Intermediate

Interest and Activity

Reading, Watching, Listening and Motor vehicles

Extracurricular Activities

- 2012 'Exco Tugas-Tugas Khas' Persatuan Mahasiswa Mahasiswi Pentadbiran Awam (MASPENA), Sesi November 2011- March 2012, Fakulti Sains Pentadbiran dan Pengajian Polisi, UiTM Kota Samarahan.
- 2009 Latihan Menembak (siri 6) Antara Kor Kadet Polis Sekolah-Sekolah Menengah Daerah Bau Anjuran bersama Sekolah Menengah Kebangsaan Paku, Bau dan IPD Daerah Bau, Lapang Sasar Sampadi, Lundu (6 November 2009)

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| 2009 | Sambutan Hari Bumi Sedunia Peringkat Sekolah, Kelab Alam Sekitar, Sekolah Menengah Kebangsaan Paku, Bau (22 April 2009) |
| 2009 | Ahli Jawatankuasa Kelab Alam Sekitar, Sekolah Menengah Kebangsaan Paku, Bau |
| 2006 | Ahli Jawatankuasa Pameran Sains, Perayaan Jubli Perak Sekolah Menengah Kebangsaan Paku, Bau (29 Julai 2006) |

Miscellaneous

Resume Text:

I really look forward for a job. I don't mind to work from below and I am hardworking person and love to learn something new. I had a passion and enthusiasms toward administrative especially in government legislature and willing relocate within beloved state of Sarawak.

References

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| 1. | <p>Name: Madam Elizabeth Caroline Anak Augustine</p> <p>Position: Lecturer
Bachelor of Administrative Science.
Faculty of Administrative Science and Policy Studies.</p> <p>Institution: Universiti Teknologi Mara (UITM)
Kampus Kota Samarahan 2,
94300 Kota Samarahan, Sarawak</p> <p>Phone (Mobile): 014-5852226</p> |
| 2. | <p>Name: Dr. Hj Saudi B. Hj Narani</p> <p>Position: Senior Lecturer
Bachelor of Administrative Science.
Faculty of Administrative Science and Policy Studies.</p> <p>Institution: Universiti Teknologi Mara (UITM)
Kampus Kota Samarahan 2,
94300 Kota Samarahan, Sarawak</p> <p>Phone (Mobile): 019-8825985</p> |