

WENDDY HURING RIH

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wenddyrih@yahoo.com

PERSONAL DATA

IDENTIFICATION CARD NUMBER	930704-13-5730
DATE OF BIRTH	4 TH JULY 1993
AGE	25
RACE	KAYAN
RELIGION	CHRISTIAN
STATUS	SINGLE
ADDRESS	BRS UMA BALUI LIKO,SUNGAI KOYAN ASAP 96900 BELAGA SARAWAK



CAREER OBJECTIVES

To pursue a challenging career and be a part of progressive organization that gives a scope to enhance my knowledge and utilizing my skills towards the growth of the organization.

EDUCATION

**BACHELOR OF
MANAGEMENT(HONS)**
(2-13-2016)

UNITAR INTERNATIONAL UNIVERSITY
Graduated with CGPA 3.23

**SIJIL TINGGI PELAJARAN
MALAYSIA**
(2011-2012)

SEKOLAH MENENGAH KEBANGSAAN KAPIT NO.2
Awarded with grads 2B,2C+
Accomplished Band 2 for MUET

SIJIL PELAJARAN MALAYSIA
(2010)

SEKOLAH MENENGAH KEBANGSAAN KAPIT NO.2
Awarded with grads 1A,2B+,1B,2C+,2D

**PENILAIAN MENENGAH
RENDAH**
(2008)

SEKOLAH MENENGAH KEBANGSAAN KAPIT NO.2
Awarded with grads 2B,4C,1D

**UJIAN PENILAIAN
SEKOLAH RENDAH**
(2005)

SEKOLAH KEBANGSAAN METHODIST KAPIT
Passed with 1A,3B,1C

WORKING EXPERIENCE

KAPIT DISTRICT OFFICE,
KAPIT

INTERN STUDENT

(SEPTEMBER -DECEMBER 2016)

PERSONAL QUALITIES





- ◆ Self motivated
 - ◆ Value time management
 - ◆ Active listening
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KEY RESPONSIBILITIES HANDLED



- ◆ Do filling tasks
- ◆ Updating ,record, and check inventory of the organization
- ◆ Do part of secretarial duties;Manage entry of letters,documents,faxes,handles outgoing/incoming calls
- ◆ Do minutes meeting for every meeting held
- ◆ Updating and managing Probates Matters
- ◆ Involve in programs and activities held by the organization

SKILLS

COMPUTER LITERACY

MICROSOFT WORD	
MICROSOFT POWERPOINT	
INTERNET NETWORKING	
MICROSOFT EXCEL	

WRITING

Able to write in English	
Able to write in Malays	

LANGUAGE

English	 
Bahasa Malaysia	
Bahasa Iban	

REFERENCES

Kapit District Officer Mr.Elvis Anak Didit	Kapit District Office,Level 2 Government Complex,Bletch Road 96800 Kapit,Sarawak
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CONTRIBUTIONS AND ACHIEVEMENTS

- ◆ Participate in Choral Speaking, Kapit Division Level,2008
- ◆ Involved in School Prefect Leadership Camp ,2009
- ◆ Participate in Excellent Students Workshop Kapit District Level, 2010
- ◆ Participate in Kapit 2010 Teenage Seminars, 2010
- ◆ Involved in Exploring Humanitarian Law (EHL)camp in Miri ,Divisional Level,2011
- ◆ 3rd place in Designing Geographic Model Competition,2012
- ◆ Participate in Community Service at Peryatim (UNITAR),2014
- ◆ DEAN's List Award(Bachelor of Management),2014
- ◆ Participate in practicum workshop(Bachelor of Management),2016
- ◆ Industrial Training(Kapit District Office),2016