

JESICA ANAK MUYANG

Lot 5365, Jalan Desa Pujut 2, Bandar Baru Permyjaya, 98000 Miri, Sarawak

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Objectives

- Seeking a secure entry-level position to fully utilize financial knowledge to deal with day-to-day management
- Motivated to improve interaction with clients and provide good services to gain client's trustworthy

Skills & Abilities

- Proficient with Microsoft Office, PowerPoint, and Excel
- Excellent written and verbal in English and Malay languages
- Able to work under pressure while maintaining quality of work
- Self-motivated to work independently to meet tight deadlines
- Strong team player to adapt to any environment
- Good communication skills and able to express ideas openly
- Give full commitment to the company's needs and customer services
- Passionate to learn new knowledge and improve work performance
- Familiar with income statement, balance sheet, and accounting
- Possess basic knowledge in SQL Accounting

Educations

2011

Sekolah Menengah Kebangsaan Pujut

- High School
- SPM: 6A 1B 3C

2012-2013

Labuan Matriculation College

- Pre-University
- CGPA: 2.89

2013-2016

University Malaysia Sarawak

- Bachelor in Finance (Honours)
- CGPA: 3.22

Experiences

Feb-Apr 2012

Pierre Cardin Handbag

Sales Promoter

- Arrived half an hour early for every morning shift before briefing start
- Developed better soft skills to convince and attract customer's interest on the brand
- Briefly explained the products and gave recommendation to customers when necessary

July-Sept 2016

Kenanga Investment Bank

Intern

- Used desktop and laptop to invest simulation stock trading
- Engaged with Microsoft Excel to record and compile gain or loss of daily trading
- Divided into several groups to learn more details about credit control, corporate dealer and IT

	Feb-Mac	Emart Holdings Sdn Bhd
	Account and Finance Officer	<ul style="list-style-type: none"> • Handle account receivables on daily sales for Emart Batu Niah, Emart Riam and Emart Realty Riam • Release cheque and posting data to SQL system for every transaction • Filling documents by attaching hardcopy from three districts for future checking by auditor
Referees	Ms. MK Tan	Director, Head of Broking Equity East Malaysia
		<ul style="list-style-type: none"> • Company: Kenanga Investment Bank • Branch: Kuching • Email: mktan@kenanga.com.my • Contact: 019-8873928
	Mr. Sophee Sulong Bin Balia	Lecturer
		<ul style="list-style-type: none"> • Company: University Malaysia Sarawak • Faculty: Economics and Business • Email: bssulong@unimas.my • Contact: 016-8610213