



Name : Mathilda anak Sembilan
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Age : 25 years old
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WILLING TO RELOCATE **NON-BONDED**

EDUCATION BACKGROUND

Graduation Date	Name of Institution	Level	Grade
November 2015	Universiti Malaysia Sarawak (UNIMAS)	Bachelor of Sciences with Honours (Human Resource Development)	CGPA: 3.65
December 2011	Sekolah Menengah Kebangsaan Tatau	STPM	CGPA:3.00
November 2009	Sekolah Menengah Kebangsaan Tatau	SPM	2A, A-, 1B, 2C+, 2C,2D

WORKING EXPERIENCES

As a Admin Assistant at Thano Resources (Plantation) Sdn Bhd

Duration: 28th March-Presently

Job description:

- My responsibility are doing payroll, day-to-day admin task.
- Assist in diesel record and store in out record.

- Assisted in handling welfare of workers such as compensation claim and condolences donation.

As a Trainee at RH Hotel Sibul

Duration: 29th June—18th September 2015

Reason resigns: Internship Completed (29 June—18 September 2015)

Job description:

- Filing of document that related with medical chit, sick leave, leave application form and others.
- Assisted in processing the application for specific leave and annual leave and record it's into specific book.
- Filing of document that related with medical chit, sick leave, leave application form and others.
- Assisted in handling casual labour for part timer and do the summary every month.
- Assisted in recruitment process such as prepare personal file, punch card and meal coupon.
- Prepared meal coupon and punch card for staffs every month.
- Assisted in handling welfare of workers such as compensation claim and condolences donation.

As a Canteen Helper at Hormat Pasifik Sdn Bhd

Duration: 16th February - 25th April 2012

Reason Resign: Got offered for National Service Training

Job description:

- Responsible for the updating of stock for goods records on a regular basis and sales
- Assisted in typing various word-process documents and electronic information required by the company
- Responsible to cash sales and credits sales a filing in good condition for checking by auditing
- Responsible to manage customer come especially workers in plantation

SKILL

Communication skill

- Proficiency in English and 'Bahasa Malaysia'.
- Presentation skills. Had prepared several presentations for both and group assessment during studied.
- Assisted in organizing motivational session for school prefect during "Leadership Camp 2011".

Writing skills

- Good writing in English and 'Bahasa Malaysia'.
- Assisted in preparing report for group assessment in both 'Bahasa Malaysia' and English.

Computer skills

- Skilled in Microsoft Word, Excel, PowerPoint, FrontPage, Statistical Package for Social Science (SPSS) and Internet.

Interpersonal skills

- Can work with other people from different set of culture and value.
- Have social skills that help in managing and understand people from different background.
- Have a negotiation skill and I am motivated person.
- Easy to adapt the new environment to remain competitive and innovative.

ACTIVITIES CONTRIBUTION

- Anticipated in Work Life Campaign that organized by Faculty Of Cognitive Science and Human Development in year 2015.
- Anticipated and become member for Occupational Safety and Health Week that organized by Faculty of Cognitive Science and Human Development in year 2015.
- Anticipated in Drama Showcase that organized by 'Kelab Kebaya Kolej Bunga Raya' in year 2013.
- Anticipated in Expo Entrepreneurship that organized by Faculty of Cognitive Science and Human Development.
- Selected for National Service Training by the National Service Training Department under the Ministry of Defense, Malaysia in the year 2012.
- Selected as national representative in sport activities (handball) during secondary school in the year 2011.
- Anticipated in 'Program Rakan Muda' under the Ministry Youth and Sports Representing the school outdoor activities organized by the Youth and Sports States of Sarawak .
- As the Class Monitor, treasurer in hostel, prefect school and facilitator of prefect.
- Represent academic activities such as English Week, 'Minggu Anti-Dadah' and others.

OTHER PROJECTS

Design Management and Training Programme

Task/Project: Design Training Module

Career Development in Organization

Task/Project: Create Action Plan

Compensation and Benefit Management

Task/Project: Preparing Job Task Analysis

AWARD

- Dean list award (session 2012/2013 semester 1/2)
- Dean list award (session 2013/2014 semester 1/2)
- Dean list award (session 2014/2015 semester 1/2)
- ‘Anugerah pelajar cemerlang STPM 2011’
- ‘Anugerah pencapaian pelajar cemerlang UPSR 2004’

REFERENCES

Puan Flora Lock ak Sulen
Human Resource Officer
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