

Nurul Syafinaz Binti Raie
2/417 Jalan Abang Aing,
Kampung Melango Baru,
95400 Saratok,
Sarawak.

Rimbunan Hijau Sdn Bhd.
North Wing, Menara Rimbunan Hijau,
101, Pusat Suria Permata,
Jalan Upper Lanang,
96000 Sibul,
Sarawak.

20 April 2017

Dear Sir/Madam,

APPLICATION FOR SL1M- HUMAN RESOURCE EXECUTIVE

As refer above, I have great pleasure in submitting this application letter for SL1M- Human Resource Executive at Rimbunan Hijau Sdn Bhd.

I am graduated in Degree in Office System and Management (Hons.) and Diploma in Office Management and Technology at Universiti Teknologi MARA (UiTM) Kuching, Sarawak.

I have gone through almost four months industrial training during my final year of studies at Jabatan Kerja Raya, Kota Samarahan where I was given tasks equivalent to administrative worker. During my four months industrial training, I've been given the task that equivalent to administration worker by answering calls and forwarding any incoming phone calls while providing basic information when needed.

Other than that, I also assist and support the Manager in day-to-day administrative, secretarial and operational matters. I also perform other clerical duties and other duties that assigned by my management.

I believe that my knowledge and skills will help me contribute a great deal to your company. Above all, I possess the interest and determination to perform well in the position you are offering.

I can contact at 014-6864231 and the following email address:

nurulsyafinaz_raie@yahoo.com

Thank you for your consideration.

Yours sincerely,

Syafinazraie

(NURUL SYAFINAZ BINTI RAIE)