



BARBARA ANAK ANCHAI

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OBJECTIVE

To obtain employment that promote career advancement, particularly/preferably in HR related area.

Seeking practical experience that enable me to further learning and develop new skills/knowledge at the same time enable me to utilize the existing one.

SKILLS

SOFTWARE:

Microsoft Office: Word, Excel,
Power Point, Access
SPSS
Mendeley desktop

LANGUAGE:

ENGLISH, MALAY, IBAN

EDUCATION

BACHELOR OF SCIENCE WITH HONOURS (HUMAN RESOURCE DEVELOPMENT) • UNIVERSITI MALAYSIA SARAWAK • 2012-2016

CGPA: 2.95

MATRICULATION • LABUAN MATRICULATION COLLEGE • 2011/2012
BIOPHYSICS

SECONDARY EDUCATION

SPM: 4A, 2B, 3C | PMR: 7A

EXPERIENCE

INTERNSHIP • UITM KOTA SAMARAHAN

Handling administration and general clerical tasks; filing (manual), attended phone call, drafting documents, writing (meeting) minutes creating spreadsheets, data entry (on Microsoft & HRMS) etc

SERVICE CREW (PART TIME) • PIZZA HUT

FETCHING SERVICE • FREELANCE

REFERENCE

MDM. FLORIANNA L. AK MICHAEL MULOK

LECTURER AT FACULTY OF SCIENCE COGNITIVE AND HUMAN DEVELOPMENT, UNIMAS

TEL: +6082-581546

DR. SURENA SABIL

HEAD OF DEPARTMENT AND SENIOR LECTURER, DEPARTMENT HUMAN RESOURCE AND DEVELOPMENT, UNIMAS

TEL: +6082-582817

ADDRESS: NO 118, LOT 1309, LORONG 4, JALAN SENTEBU, TAMAN SUSUR JAMBU, 96100 SARIKEI, SARAWAK.

**POSSESS OWN TRANSPORT,
VALID DRIVING LICENSE (B2, D)**

**Expected salary:
RM1,500 (negotiable)**