

Christina Liwi

NO.12, LORONG 12B5,
DESA ILMU,
94300 KOTA SAMARAHAN,
Sarawak.



PERSONAL PARTICULAR

I.C. number : 921228-13-6040
Age : 26 years old
Gender : Female
Marital Status : Single
Contact number : 017-8046171
Religion : Christian
Citizenship : Malaysian
E – Mail : christinasuut92@gmail.com

CAREER OBJECTIVES

- To apply the skill and knowledge that I have learned and willingness to work as a team to contribute to the success of the company that I work for,
- To excel in the job that I am doing,
- To be a team player in the organization that I am given an opportunity to work with

AVILABILATIONS:

- Can start work immediately.
- Expected Salary: RM1500 (negotiation)

ACADEMIC QUALIFICATION

2004	:	UPSR
2007	:	PMR
2009	:	SPM
2012	:	PRA-U UiTM (MDAB)
2013-2015	:	DIPLOMA IN PUBLIC ADMINISTRATION GPA: 3.00 CGPA: 3.11
2016-2018	:	BACHELOR OF ADMINISTRATIVE SCIENCE (HONOURS) GPA: 3.50 CGPA: 3.24

WORKING EXPERIENCE

- 24th July-15th Sept'17 Internship Training
Attached to Lawas District Office at Administrative and Management of Transformation & Innovation Department and Financial and Social Department.

Work description: Office administration, documentation, file management, organizational Public Relation events, matters relating to protocol, counter administration and matters relating to public needs.

SKILLS, STRENGTH & ABILITY

- Languages:-
 - Spoken: English, Bahasa Malaysia & Lunbawang
 - Written: English & Bahasa Malaysia
- Computer Skills:-
 - Microsoft Words, Microsoft Excel, Microsoft PowerPoint
- Strength:-
 - Able to follow instructions and work under pressure
 - An ambitious, energetic and friendly person
 - Willingness to learn and explore new things
 - A fast learner
- Ability:-
 - Able to display good ability in maintaining record filing, good repo with public during organizing public events and ability to work under pressure even though the task is new to me eg public events, handling public needs and queries.

EXTRA CO-CURRICULUM ACTIVITIES

Uitm, Kota Samarahan, Sarawak

- Participant of Program MDAB Talent show 2012
- Participant Of Program Collaboration Integrity Strategic 2016
- Participant of Program Project Management Retreat 2017

REFERENCES

1. Chai Shin Yi
Organization Name : UiTM Kota Samarahan, Kuching.
Position : Lecturer Faculty Administrative Science and Policy Studies
Telephone : 019-8167776

2. Zalina Bt. Mohd. Desa
Organization Name : UiTM Kota Samarahan, Kuching.
Position : Coordinator Faculty Administrative Science and Policy studies
Telephone : 019-4991835