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

Dear Sir/Madam

APPLICATION FOR THE SL1M EXECUTIVE (HUMAN RESOURCE EXECUTIVE)

I would like to be considered as a candidate for the SL1M Executive advertised in Workshire.com on 10 March 2017.

I am a fresh graduate in Bachelor of Business Administration (University Utara Malaysia). I am currently finishing my practical training at Borneo Springs Sdn Bhd in sales and marketing department. In addition, I possess knowledge of these software such as Microsoft word, PowerPoint, Excel, Adobe Photoshop and Web pages. I have taken Agent courses in Etiqa Takaful and customs agent course under Royal Malaysian Customs Department (RMCD).

As is shown in my resume, which is attached, I am also an active participant of co-curricular activities both in secondary school and college. During my studies, I have held positions as Committee Member in several club and associations. While leading and organizing activities I have improved my ability to lead and supervise subordinates effectively, ability to work under pressure and ability to work in a team environment.

The resume enclosed will give you further information regarding my education, experience and references.

I look forward to meeting at an interview convenient to you.

Yours faithfully ,

Jofery Anak Joni

Enclosure: Resume