



**JACQLYN PRISCILLIA
ANAK EDMUND**

L 269, No 44, Taman Gateway Height,
Kuching Outer Ring Road
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PERSONAL PARTICULARS

Age	Date of Birth	Nationality	Marital Status
25	5 November 1992	Malaysian	Single

EDUCATION

- 2012 – 2015 Universiti Malaysia Sarawak (UNIMAS)**
Bachelor of Economics with Honours (Industrial Economics)
CGPA: 3.01
Graduated: November 2015
- 2005 – 2011 SMK Batu Lintang, Kuching**

WORKING EXPERIENCE

May – August 2016 Watsons Malaysia, Kuching

Management Trainee

- Assisted Store Manager in executing and monitoring stocks and quality of the stocks
- Conducted great customer service to maintain good relation with customers

July – October 2015 Malaysian Pepper Board, Kuching

Internship Student

Placement: Trading Dept.; Crop, Extension & Entrepreneur Development Dept.; and Human Resource Management Dept.

- Assisted managers to manage administrative work
- Assisted managers and co-workers to collect data and analysis for end-of-month report
- Conducted surveys and going for outstation to meet clients

January – March 2015 Giant Hypermarket Sdn Bhd, Kuching

Finance Trainee (Cashier Department)

- Assisted cashiers to do their daily job
- Assisted Finance Manager to collect overall revenue on time
- Assisted Cashier Department to develop their staff roster

PERSONAL SKILLS

LANGUAGE (Written & Spoken)

Malay	Excellent
English	Excellent

COMPUTER

Microsoft Words	Very Good
Microsoft Excel	Excellent
Microsoft Power	
Point	Excellent
SPSS/E-views	Very Good

ACTIVITIES/CO-CURRICULAR

UNIVERSITY LEVEL

- | | |
|--------------------|--|
| 2012 – 2013 | ▪ Exco for <i>Konvensyen Wanita Anggun</i> |
| 2013 – 2014 | ▪ Liaison Officer for September 2013/2014 Intake |
| | ▪ Liaison Officer for September 2014/2015 Intake |
| | ▪ Exco for 17 th UNIMAS Convocation Festival 2013 |
| | ▪ Exco for <i>Kembara IPT Kenyalang Siri 1 & 2</i> |
| | ▪ Joined <i>Kursus Asas Keusahawanan Sesi 2014</i> |
| | ▪ Managing a small business for two semesters |
| | ▪ Faculty's representative for futsal tournaments |
| 2014 – 2015 | ▪ Faculty's representative for futsal and athletics |

SCHOOL LEVEL

- | | |
|--------------------|---|
| 2010 – 2011 | ▪ Vice Chairman of <i>Kadet Remaja Sekolah</i> |
| 2007 – 2009 | ▪ Committee Member of <i>Kadet Remaja Sekolah</i> |
| | ▪ Vice Chairman of Futsal Club |

REFERENCE

Prof. Dr. Abu Hassan Md Isa

Industrial Training Coordinator

Department of Accounting and Finance

Faculty of Economics and Business, Universiti Malaysia Sarawak

94300 Kota Samarahan

082-581000 ext: 4266

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Vera Lactivia Juti

Banker (Insurance Advisor)

Ambank (M) Berhad

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