

## **JUNDI ANAK RENANG.**

NO.1 KAMPUNG BEDIL 96700

KANOWIT, SARAWAK

Email: jundirenang95@gmail.com



### **ABOUT ME**

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Date of Birth : 29 October 1995

Marital Status : Single

Citizen : Malaysia

Health : Excellent

Age : 23

H/P No : 01131724369/

I/C No : 951029-13-5501

: 01125086463

Sex : Male

Height : 1.60 cm

Religion : Christian

Weight : 48 kg

Race : Iban

Expected salary : Rm1300

### **FOCUS CAREER**

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1. Site Safety Supervisor.
2. Assistant Supervisor.
3. Admin assistant.
4. General clerk.

### **OBJECTIVE**

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- Want to be staff successful with the use of all the advantages and skills that are available and together advance the company.

## **ADVANTAGES**

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1. Skilled in the management of human resources.
2. Skilled 5 fail systems.
3. Proficient in office communication.

## **EDUCATION**

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2013 – 2016

### **I-SYSTEMS COLLAGE, KUCHING**

- Diploma in Occupational Safety & health
- Graduation 20 November 2016

2008 – 2012

### **SMK DATUK HAJI ABDUL RAHMAN YAKUB (SEDAYA), KANOWIT**

- Sijil Pelajaran Malaysia (SPM)
- Penilaian Menengah Rendah (PMR)

2002 – 2007

### **SK FRANCIS XAVIER, KANOWIT**

- UPSR

## **SKILL CERTIFICATE**

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1. Computer Skill : Microsoft Office 2016  
Field : Ms. Word, Ms. Excel, Ms PowerPoint, Ms. Publisher & Internet.

## LANGUAGES SKILLS

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1. Bahasa Malaysia.

Speak : Very good

Writing : Very good

Comprehension : Very good

2. English.

Speak : Moderate.

Writing : Moderate.

Comprehension : Moderate.

## COURSES EVER FOLLOWED

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1. Course General Clerk and Administrative Assistants.

Session : September 2017

Organized by : Akademi Utama

Place : Bintulu

## STRENGTH OF THE PERSONAL

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1. Do not give up easily.
2. Ready to learn new things.
3. Highly motivated and willing to work hard.
4. Can be independent and have a high effort.
5. Can work with minimal supervision.

## WORK EXPERIENCE

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1. Company Name : Syarikat Usaha Pelita, kanowit.

Post : Assistant Clerk.

Period of service : 2 month.

Why resign : Only as a substitute.

2. Company Name : Posco Engineering Co. Ltd, Kuching, Sarawak.

Post : Trainer Assistant Site Safety Supervisor.

Period of service : 3 month.

Why resign : Contract expiration.

3. Company Name : Syarikat Bersaudara Maju Jaya, kuching.

Post : Trainer Assistant Site Safety Supervisor.

Period of service : 3 month.

Why resign : Contract expiration.

