# **WENDDY HURING RIH**

(+60) 0135510421 wenddyrih@yahoo.com

PERSONAL DATA

IDENTIFICATION 930704-13-5730

**CARD NUMBER** 

DATE OF BIRTH 4<sup>TH</sup> JULY 1993

AGE 25

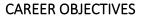
RACE KAYAN

RELIGION CHRISTIAN

STATUS SINGLE

ADDRESS BRS UMA BALUI LIKO, SUNGAI KOYAN ASAP

96900 BELAGA SARAWAK



To pursue a challenging career and be a part of progressive organization that gives a scope to enhance my knowledge and utilizing my skills towards the growth of the organization.

# **EDUCATION**

BACHELOR OF MANAGEMENT(HONS)

(2-13-2016)

UNITAR INTERNATIONAL UNIVERSITY

Graduated with CGPA 3.23

SIJIL TINGGI PELAJARAN

MALAYSIA (2011-2012) SEKOLAH MENENGAH KEBANGSAAN KAPIT NO.2

Awarded with grads 2B,2C+ Accomplished Band 2 for MUET

SIJIL PELAJARAN MALAYSIA

(2010)

SEKOLAH MENENGAH KEBANGSAAN KAPIT NO.2

Awarded with grads 1A,2B+,1B,2C+,2D

PENILAIAN MENENGAH RENDAH

(2008)

SEKOLAH MENENGAH KEBANGSAAN KAPIT NO.2

Awarded with grads 2B,4C,1D

UJIAN PENILAIAN SEKOLAH RENDAH

(2005)

SEKOLAH KEBANGSAAN METHODIST KAPIT

Passed with 1A,3B,1C

# **WORKING EXPERIENCE**

# KAPIT DISTRICT OFFICE, KAPIT

**INTERN STUDENT** 

(SEPTEMBER -DECEMBER 2016)

# PERSONAL QUALITIES

- ◆ Self motivated
- ◆ Value time management
- ◆ Active listening

#### **KEY RESPONSBILITIES HANDLED**

- Do filling tasks
- Updating ,record, and check inventory of the organization
- ◆ Do part of secretarial duties; Manage entry of letters, documents, faxes, handles outgoing/incoming calls
- Do minutes meeting for every meeting held
- Updating and managing Probates Matters
- ◆ Involve in programs and activities held by the organization

# **SKILLS**

# **COMPUTER LITERACY**



#### WRITING

Able to write in English

Able to write in Malays

# **LANGUAGE**

English

Bahasa Malaysia

Bahasa Iban

#### **REFERENCES**

Kapit District Officer Mr. Elvis Anak Didit

Kapit District Office,Level 2 Government Complex,Bleteh Road 96800 Kapit,Sarawak

#### **CONTRIBUTIONS AND ACHIEVEMENTS**

- Participate in Choral Speaking, Kapit Division Level, 2008
- ◆ Involved in School Prefect Leadership Camp ,2009
- ◆ Participate in Excellent Students Workshop Kapit District Level, 2010
- ◆ Participate in Kapit 2010 Teenage Seminars, 2010
- ◆ Involved in Exploring Humanitarian Law (EHL)camp in Miri ,Divisional Level,2011
- 3<sup>rd</sup> place in Designing Geographic Model Competition,2012
- ◆ Participate in Community Service at Peryatim (UNITAR),2014
- DEAN's List Award( Bachelor of Management),2014
- ◆ Participate in practicum workshop(Bachelor of Management),2016
- Industrial Training(Kapit District Office),2016