



CONTACT INFORMATION

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🏠 No. 62 Kampung Tematu,
Jalan Batu Kitang,
93250 Kuching, Sarawak.

CHARACTERISTIC AND SKILLS

- Hardworking person with proven leadership and self - motivation with positive attitude towards my career.

Technical Skill :

- MS Word : Advance
- MS Spreadsheet : Advance
- MS PowerPoint : Advance
- Graphic Design
& Presentation Skill : Intermediate

Language proficiency :

- Malay
 - Spoken : Advance
 - Written : Advance
- English
 - Spoken : Advance
 - Written : Intermediate

SALARY

Current Salary : RM800
Expected Salary: RM1200-RM1500

MARIA KEMIS

ANAK RENO

Bachelor of Arts
(Government and Public Policy) (Hons)

CAREER

A Bachelor graduate from Universiti Tun Abdul Razak (UNIRAZAK) in Government and Public Policy with honors to acquire an opportunity where I will able to utilize my strong organizational skills, educational background, and ability to work well with any kind of people which will allow me to grow personally and professionally.

EDUCATIONAL BACKGROUND

BACHELOR OF ARTS

(GOVERNMENT AND PUBLIC POLICY) (HONS)

Universiti Tun Abdul Razak (UNIRAZAK), Kuala Lumpur
Sept 2014 - Nov 2017

SIJIL TINGGI PERSEKOLAHAN MALAYSIA (STPM)

SMK Batu Lintang, Kuching
Year 2011 - 2013

SIJIL PELAJARAN MALAYSIA (SPM)

SMK Jalan Arang, Kuching
Year 2010

CO-CURRICULAR INVOLVEMENT

- Participated in United TARSOG Students Association (URSA) Apprentice Program at UNIRAZAK
- Head of Communication, Creative Media and Public Relation Bureau club at UNIRAZAK
- Secretary for Futsal Club at SMK Batu Lintang
- Participated in Mini Parliament at UNIRAZAK
- Program Secretary for Mini Parliament at UNIRAZAK
- CSR: Majlis Berbuka Puasa & Solat Tarawikh Bersama Madrasah Hashimiah
- CSR: Raya Shopping Spree with Madrasah Hashimiah Kids

WORKING EXPERIENCE

HUMAN RESOURCE INTERNSHIP

Majlis Bandaraya Kuching Selatan (MBKS) | June 2017 - Sept 2017

- Managing and distributing information within a general administration includes answering phone, preparing letter, and filling confidential documents or records.
- Worked with senior administration to manage a courses / programs held by MBKS.

MANAGEMENT TRAINEE (PART-TIME)

Orins Group Advertising Sdn. Bhd. | April 2014 - September 2014

- Worked with team on daily responsibilities and duties of managing a business.
- Meeting with people and developing methods to reach the sales target and approach customer with communication skill.

SALES ASSISTANT (PART-TIME)

Golden Dragon City Enterprise | Jan 2011 - May 2011

- Assist and serves customer for their basic needs.
- Ensuring goods and shops are maintained well and displayed.

REFEREES

1. Mohd Ibrahim Abu Bakar, Assoc. Prof. Dato

Dean / Associate Professor

Universiti Tun Abdul Razak (UNIRAZAK)

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2. Nor Azami Rosli

Lecturer

Universiti Tun Abdul Razak (UNIRAZAK)

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