

# AZNAH SAPILI



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## Permanent Address

Kg. Mohimboyon  
89300 Ranau Sabah.

## Correspondence Address

Pejabat Pendidikan Kemas  
Daerah Ranau D/A Noraisah  
Binti Midin P/S 182, 89300  
Ranau Sabah.

I am seeking a work opportunity in an organization that offer a very dynamic environment and well-built learning culture that creativity, responsibility and accountability. So that, I can develop more and become successful with your company to achieve the company goals.

## Summary of Education

- 2010-2012, UiTM Campus Shah Alam, Bachelor of Art and Design (HONS) CGPA 3.34
- 2007 – 2010, UiTM Campus Kota Samarahan Kuching Diploma in Art and Design CGPA 3.06
- 2002-2006, SMK Bandaraya, Menggatal Kota Kinabalu, SPM

## Summary of Extra-Curricular activities.

- 2012, Fakulti Seni Lukis & Seni Reka, Module Finishing School, UiTM Shah Alam
- 2011, Fakulti Seni Lukis & Seni Reka, Modul

## Summary of Skills

- Computer Skills
  - Microsoft Office Tools
  - Adobe Illustrator
  - Adobe Photoshop
  - Adobe InDesign
  - Adobe Premier

Kenegaran, UiTM Shah Alam

- 2011, Fakulti Seni Lukis & Seni Reka, Explorasi Pemantapan wawasan, Dataran Menara SAS UiTM Shah Alam
- 2010, Fakulti Seni Lukis & Seni Reka, Nature Walk, Taman Botani Shah Alam.
- 2010, Kolej Melati Orginasasi, Ahli Jawatankuasa Program & Protokol Program Malam Santai Budaya, Kolej Melati UiTM Shah Alam
- 2009, UiTM Campus Kota Samarahan, Modul latihan Program Pembangunan dan Kepimpinan Pelajar, UiTM Campus Kota Samarahan.
- Interpersonal Skills
  - Good in communication
  - Good in Led a team
  - Good in images editing & manipulation
  - Good in graphic design
  - Moderate in printing technology
- Language Skills
  - BahasaMelayu, excellent in speaking and writing
  - Bahasa English, moderate in speaking and writin

## **Professional Background**

### **Mesra Kinabalu Enterprise**

**Date: Feb 2017 – Present**

**Designation: Training Administrator**

#### **Responsibility**

- Preparing contractor data and contact them invite to attend contractor course.
- Preparing budget for each course, do salary calculation.
- Monitor on, staff attendance report, filing, leaves, clinic record, asset record, 5S, asset maintenance and management, purchasing, and salary calculation.
- Preparing monthly report.

### **PSKE Group**

**Date: Nov 2015 – July 2016**

**Designation: Administrator (Contract)**

#### **Responsibility**

- Monitor on, staff attendance report, filing, leaves, clinic record, asset record, 5S, asset maintenance and management, purchasing and etc.
- Assist in preparing and updating employee JD.
- Staff Claim.
- Conduct for practical student.
- Conduct program for employee.
- Preparing monthly report.

### **Cellular Motion Sdn Bhd**

**Date: Feb 2015 – Oct 2015**

**Designation: Administrator**

#### **Responsibility**

- Answering phone call
- Monitor on, staff attendance report, filing, leaves, clinic record, asset record, 5S, asset maintenance and management, purchasing, data entry, do company organization cart.
- Preparing petty cash, payment voucher.
- Preparing in and out document and goods.

- Buy flight ticket.
- Assist in preparing and updating employee JD.
- Conduct for practical student, conduct program for employee.
- Preparing monthly report to chairman.

### **Top People Management**

**Date: Jan 2013 – Dec 2014**

**Designation: Training Executive**

#### **Responsibility**

- Communicate with the Management.
- Leading a team of 12 people doing 1AZAM course around Sabah. The course is for all society who registers under e-Kasih system (Government).
- Preparing budget request for the team during the course and send to Management.
- Communicate with the Documentation Department to get all the data needs during the course.
- Summarizing all the documentation report.

### **Armada Group**

**Date: Oct, 2012 – Dec 2012**

**Designation: Event Crew (3 months Contract)**

#### **Responsibility**

- Conduction 1AZAM course around Sabah. The course is for all society who registers under e-Kasih system (Government).
- Doing documentation report for each course.
- Daily report to leader for each course.
- Preparing monthly personal report send to HR

### **Mega Wheel Production (Borneo Tuner Magazine)**

**Date: May, 2011 – July 2011**

**Designation: Designer & Photography**  
*(Practical)*

#### **Responsibility**

- Creating new layout for Borneo Tuner magazine, photographer & editing images.

## Reference

**Junelly Joy'D Juvilis**

**Admin Clerk**

**Trans Borneo Rent A Car & Tours Sdn. Bhd**

Block F1-17 Tanjung Aru Plaza,  
88100 Kota Kinabalu Sabah.

HP: 010-51805213

**Roslinah Binti Sepin**

**Pembantu Ehwai Ekonomi (LKIM)**

Lot 38, Tingkat 2 Ruang Grace Ville Square  
Jalan Sembulan Pantai 88100  
Kota Kinabalu, Sabah.

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