

STEPHANIE JANTING ANAK THOMAS

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Date of Birth : 05/10/1992



Career Objective: I am a fresh graduate from Universiti Teknologi Mara currently seeking for a job in any related field to record management and information management. I would like to utilize my skills and contribute to organization's development and success.

EDUCATIONS BACKGROUND

- 1 UNIVERSITI TEKNOLOGI MARA (UiTM), PUNCAK PERDANA** 2014– 2017
Level : Bachelor of Information Science (Hons) Record Management
Faculty : Faculty of Information Management
CGPA : 3.34/4.00
Length of Study : Semester 3-7
- 2 UNIVERSITI TEKNOLOGI MARA (UiTM), SAMARAHAN** 2011- 2014
Level : Diploma In Information Management
Faculty : Faculty of Information Management
CGPA : 3.00/4.00
Length of Study : Semester 1-5
- 3 SEKOLAH MENEGAH KEBANGSAAN TARAT** 2005-2009
Result : Pass

WORK EXPERIENCES

- 1 Industrial Training** Aug 2016-Dec 2016
⇒ Chief Minister Office Sarawak (State Implementation Monitoring Unit-SIMU-)
⇒ Scope of Work:
 - Manage record and filing room (active and non-active record)
 - Manage all work related to administration and other section within SIMU
 - Re-arrange filing room (close file)
 - Re-arrange SIMU's resource room

PROFESIONAL SKILL

- 1** ⇒ Microsoft Office:
 - Word
 - Excel
 - PowerPoint
 - Access
 - Publisher
 - Adobe Photoshop
 - Adobe In Design
 - Macromedia Director MX 2014

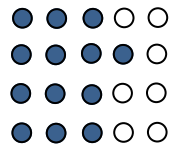
LANGUAGE SKILL

#1. Poor 2. Fair 3. Good 4. Very Good 5. Excellent

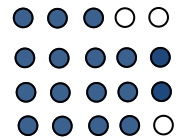
Language

- English
- Malay
- Bidayuh
- Iban

Written



Spoken



PERSONAL STRENGTH

- Responsible
- Trustworthy
- Flexible
- Good Listener
- Adaptability to new environment
- Able to accept and learning from criticism
- Highly motivated to work as a team

CERTIFICATE AND AWARD

- Dean award (Semester 6 and 7)
- Industrial Training Certificate (2016)
- Records and Archive Seminar Certificate (2016)
- 1CiTiZEN Certificate (2015)
- IS User Training: Photoshop Certificate (2015)
- Bengkel Asas Pembangunan Pangkalan Data Atas Talian Open Source (PHP&MySQL) (2015)
- Konvensyen Perpustakaan Masjid Pelancong Certificate (2015)
- Team Building INFORMS Certificate (2012)
- Microsoft Excel Certificate (2005)

REFERENCES

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| <p>1 Raya Aida Bt. Abdul Karim
Administrative Officer (N44)
State Implementation Monitoring Unit (SIMU),
Chief Minister Office Sarawak
011-39260540</p> | <p>2 Dr. Nurussobah Bt. Hussin
Senior Lecture at UiTM Puncak Perdana
019-3743868</p> |
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