ELLA Ringgit

Skills

- # Microsoft Word, Excel, PowerPoint
- ∉ Ordering
- ∉ SPSS
- General HR- recruitment, compiling OT for payroll, annual leave

- ∉ Communication skill

Career Objective

Interested with something new with different experiences, knowledge, abilities, and attitudes that I can gain from different field other than HR, which is my major. I am up for any challenges as I believe it would benefit me in my career development in the future. A team player also a part of me and it is as important as individual's achievement.

Experience

Enumerator

Institut Pengajian Borneo UNIMAS

January 2017 – Present

•Collect data for research purpose in rural area

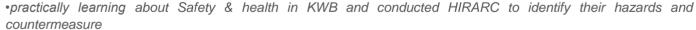
Telemarketer Technology College Sarawak

May 2016 - August 2016

•Started as a contract telemarketer with main task was convincing students by calling them to enrol to the program of Foundation, Diploma and Degree

Safety's Trainee

Kuching Water Board Feb, 22 2016 – April, 29 2016



went for site visit to identify each of their work activities
 Conducted interview to gather data of history of accidents at the workplace

Supervisor/Group leader AEON CO. (M) BHD June 2014 – October 2015

- •Responsible for managing Sushi's department in term of manpower, ordering, executing promotions' plans, monthly stock take, markdown, price alterization, production plan, and goods' receiving
- •Other tasks were preparing monthly sales report, entertaining customers, attending monthly sushi's meeting, and cashiering duty

Executive, Human Resources (generalist)

Borneo Highlands Resort

September 2013 – November 2013



Arranging interview, filing annual leave, compiling OT for payroll, conduction staffs' activities, preparing show caused

Supervisor

H&L Retail

June 2013 – August 2013

•Ensure the goods were sufficient especially during festive seasons, ordering, checking purchased order by suppliers, goods receiving, keep the cleanliness of selling floor, and cashiering duty

Part time Tutor
Pusat Tuisyen Makrifat
Februari 2013 – June 2013

•Teaching Bahasa Melayu on weekends

Sales Assistant
Cutey Beauty Shop
December 2012 – June 2013

•Entertain customers, cashiering duty, ensure stocks are available

Kitchen Helper (part time)
Astana Cake House
November, 2012

• Making buns, prepare flour, ensure cleanliness

Education

University Malaysia Sarawak (UNIMAS)

Bachelor in Human Development (Hons) 3.51