

RESUME

NAME : ALEXSON ANAK WILLIAM
ADDRESS : KAMPUNG SEGA,
94000 BAU,
SARAWAK
AGE : 21
H/P : 019-848 8082
EMAIL : alexsonwilliam96@gmail.com
CITIZEN : MALAYSIA



Objective:

To obtain any available position as a fresh graduate that is suitable with my field study as technology management.

Education:

• **2016 – Sijil Aplikasi Perisian Komputer**
Mas Gading Community College
Current CGPA: 3.73

• **2013 – SPM**
SMK Paku
Result: 1C, 2C+, 2D, 4E

Working Experience:

Shunto Steel SDN BHD (December 2013 – November 2014)

- Work as Machine Operator
- Managed the maintenance stock.

Curriculum

Type	Activity
Curricular	Scout (Member)
Clubs And Associations	Kelab Setia (Member)
Sports And Games	Badminton (Member)

Language Spoken

- Malay - good both in speaking and writing.
- English - good both in speaking and writing.
- Dialect (Bidayuh) - good both in speaking and writing.

Personality

- Proactive.
- Can work under pressure.
- Willingness to learn new thing.
- Willingness to travel.

Expected Salary

- RM 1200 or above

References:

1. Name : Ainee Anak Gundes
Address : No. 101, Kampung Segar
94000 Bau, Sarawak
Relationship : Mother
Tel. No. : 014-358 3078

2. Name : William Anak Mekek
Address : No. 101, Kampung Segar
94000 Bau, Sarawak
Relationship : Father
Tel. No. : 012-857 4626

ALEXSON ANAK WILLIAM

No. 101, Kampung Sega

94000 Bau

SARAWAK

To: Human Resource Manager

TO APPLYING JOB VACANCIES

Dear Sir/Madam

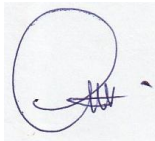
I am writing to inform you of my interest for the job vacancies as was recently advertised.

Together with this cover letter, I attached here with my resume for your full consideration. I will recently obtain my certificate from the Mas Gading Community College. As a graduate in Sijil Aplikasi Perisian Komputer, I have acquainted myself with a range of skills that would allow me to blend with the organizations culture and propel the team to new height of success. For a better understanding, I was obtained my SPM with result 1C, 2C+, 2D, 4E.

I have experienced in Machine Operator at Shunto Steel SDN BHD for 1 year and directly continue my job at JP Computer Centre, Bau as a General Clerk until now after finished my Industrial Training. I gained excellent communication, leadership, and managerial skills to achieving the target. Besides, I have coordinated the variety activities due to participant abilities. I was acknowledged that in an organization there are needed for multi-tasks person. I am extremely organized and have excellent vision of what it takes to make an organization run well to ensure maximum customer satisfaction and efficiency.

I appreciate your time reviewing my application and it will be a pleasure for me to attend an interview with you at your convenient time. Kindly, may reach me at 019-848 8082 or by my email address *alexsonwilliam96@gmail.com*. Great thanks for your attention and consideration.

Yours sincerely,



.....
ALEXSON ANAK WILLIAM