



STEPHANIE JANTING ANAK THOMAS

PROFILE

I am a dedicated and highly motivated fresh graduate from Universiti Teknologi MARA seeking for a job where I can contribute my potential ability to organization's development and success. I am willing to learn new skill and knowledge. I am a hardworking person, have a good sense of team work and also able to work independently.

Mailing Address: P.O Box 2410, 93748
Kuching Sarawak

019-8669194

stephaniej1005@gmail.com

PROFESSIONAL SKILLS

Microsoft Word	●●●●●●
Microsoft Excel	●●●●●●
Microsoft Access	●●●●●●
Microsoft Powerpoint	●●●●●●
Mircrosoft Publisher	●●●●●●
Adobe Photoshop	●●●●●●
Macromedia MX 2014	●●●●●●

LANGUAGE

English	●●●●●●
Malay	●●●●●●
Iban	●●●●●●
Bidayuh	●●●●●●



EDUCATION BACKGROUND

- 2014 - 2017 Universiti Teknologi MARA (UiTM)**
Education Level : Bachelor Degree of Information Science (Hons) Record Management
CGPA : 3.34/4.00
Length of Study : Semester 3-7
- 2011 - 2014 Universiti Teknologi MARA (UiTM)**
Education Level : Diploma in Information Management
CGPA : 3.00/4.00
Length of Study : Semester 1-5
- 2005 - 2009 Sekolah Menengah Kebangsaan Tarat**
Education Level : Sijil Pelajaran Malaysia (SPM)
Result : Pass
Length of Study : 2005-2009



WORK EXPERIENCES

- Aug 2016 - Dec 2016 Chief Minister Office Sarawak (State Implementation Monitoring Unit)**
Industrial Training
- Jan 2010 - Oct 2011 Everrise Departmental Store BDC**
Sales Assistant



CERTIFICATE & AWARD

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



REFERENCES

- Raya Aida Bt. Abdul Karim**
Administrative Officer (N44)
State Implementation Monitoring Unit (SIMU), Chief Minister Office Sarawak
011-39260540/082-440943
- Dr. Nurussobah Bt. Hussin**
Senior Lecture at UiTM Puncak Perdana
019-3743868

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30th March 2017

Human Resource Management Division,
Universiti Malaysia Sarawak,
94300 Kota Samarahan Sarawak.

Dear Hiring Manager,

APPLICATION FOR ADMIN EXECUTIVE (SL1M)

I am writing to apply for the position of admin executive (SL1M) which was advertised in Workshire website. I am interested working at the institution (UNIMAS) because I am motivated to work in the environment where I can challenge my ability to handle various types of tasks and at the same time contribute to institution's development and success. Besides, I am also interested to join this program (SL1M) because I believe I can gain and explore lots of new knowledge and experience.

I am a fresh graduate of Bachelor Degree in Information Science (Hons) Record Management from Universiti Teknologi MARA, Campus Puncak Perdana. I have done five months industrial training at Chief Minister Office Sarawak under State Implementation Monitoring Unit (SIMU) and have been placed at administration, financial, human resource and transformation section (*seksyen pentadiran, kewangan, sumber manusia dan transformasi*). I have gained knowledge in handling various types of tasks including managing record (filing) and electronic filing system, was exposed to administration task, communicating with people from other agency and also exposed to other task within section in SIMU.

Through industrial training it helped me to build my interpersonal and communication skills because I met different kinds of people from different professions. Besides, it makes me aware the importance of teamwork. Other than that, formal education and industrial training I received have sufficiently prepared me to perform the related task. Even though I have a little work experience in this field but I believe my fully committed to the job, interest and high motivation will not disappoint you.

Thank You in advance for your time and consideration. I would appreciate the opportunity to meet with you and discuss how my qualification will be beneficial to your institution's success. You can reach me through my email and mobile number provided. I look forward to hearing from you soon.

Yours Sincerely,
Stephanie Janting Anak Thomas