

Name: Emmy Katerina anak Martin

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Contact info

Address : Block 55 room 6 ,

Lanang Kem baru, 96000 Sibu Sarawak.

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Personal Particular

Age: 24 years old

Date of Birth : 24 February 1993

Nationally: Malaysian

Gender: Female

Martial Status: Single

CARRIER OBJECTIVE

- To secure a position with a stable and profitable organization, where I can be a member of a team and utilize my business experience to the fullest.
- I am pursuing a career as an account manager with limited overnight travel. I am seeking to deliver my research, analytical, as well as presentation skills that will benefit in volume, growth, brand, and profits.

Education background

Tertiary:

Polytechnic Kuching Sarawak

Diploma in Accountancy

SECONDARY

SMK Chung Hua Sibu

PRIMARY

SK SEDC SIBU

Certification

- Sage UBS Computerized Accounting (2013)

Skills

- Prepare And Issue Cheques
- Update Journal Entries
- Filling Of Account Payable Invoices And Other Related Documents
- Filling A Data
- Can Use UBS System (Accounting)
- Can communication , well organize and interpersonal skills
- Can use computer (Microsoft word , excel , Power Point)
- Able to be communities to organize event(communication skill, leadership skill)

Work experienced:

1) Kim Luck Enterprised Shd Bhd(2010 – 2011) (after SPM)

- As a labor (wash the bottle , put bottle into box , count the bottle use per day)
- Packaging bottles

2) Stella Bakery (2months)

- As Cleaner (washing dishes , washing kitchen)

3) Kim Luck Enterprised Shd Bhd (JULY 2015) (AFTER DIPLOMA)

- Contract

4) Waterboard Sibü (Jun 2013 – Nov 2013)

Trainee (Polytechnic Student)

- Posting bill, blue bill , Service Order , bank reconciliation , organize the payment voucher by the month in fails

