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Objective:

Seeking a challanging opportunity where i will be able to utilize my stronger organizational skills, educational backgorund, and ability to work well with people, which will allow me to grow personally and professionally.

Working Experiences

1. Pemborong Usahajaya

Jan 2015 - Present

Position : Project Assistant (Based on Contract)

Experience Gained:

- *Making sure the project is completed with quality.
- *Learnt to manage time while making sure the project is done before due date.
- *Management experiences and filing document and personal file
- *Build a good relationship with co woker

2. Rakyat Berjaya

Position : Practical Student

June 2014 - Sept 2014

Experience Gained:

- *Dealing with customer through phone and especially with walk in customer
- *Basic work of administration such as filling and labeling
- *Experience in data entry using Microsoft Excel.

3. Kakanan KDM

Position : Business Partner (Part Time)

Jan 2008 - Dec 2010

Experience Gained:

- *Sales and Marketing Skills Experience
- *Dealing with various Customer
- *Manage small business, cerate and maintain business relationship with customer

Education

1. Universiti Tun Abdul Razak (2011 - 2014)

Qualification : Bachelor Of Managment

Specialization : Entrepreneurship

CGPA: 2.46

2. SMK Bingkor (2008-2009)

Qualification: STPM

Major: Kemanusiaan

CGPA: 2.33

Skills

1. Language (Spoken and Writing)

Malay, English and Kadazan Dusun

2. Additional Skills

- *Good in using Microsoft Word, Microsoft Excel, Data Entry •
- *Can work under pressure, good communication skills
- *Good team player, Management, Sales and Marketing
- * Highly motivated in completing job tasks within dateline