



**Ee Min Jun**  
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*To attain a position by applying knowledge and skills in the field of human resource, industrial relations, labour studies and other related field that provide great opportunities or a platform to develop and mature.*

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### **Personal Data**

Date of Birth : 12 August 1993  
Age : 22  
Race : Chinese  
Nationality : Malaysian  
Gender : Female

### **Academic Qualification**

<b>Year</b>	<b>Institution/School</b>	<b>Results</b>
2017 – (in progress)	Universiti Putra Malaysia Master in Human Resource Development	
2013 – 2016	Universiti Malaysia Sarawak Bachelor of Social Science with Honours (Industrial Relations and Labour Studies)	Cumulative CGPA: 3.41
2012-2013	Sultan Ismail College	STPM – CGPA 2.50
2006-2012	Sek. Men. Keb Zainab (1)	SPM – 6A 3B

## **Co-curricular Activities**

Year	Particulars
July 2015	1. <b>Represented</b> college in modern dance competition during UNIMAS Street Festival 2015.
Sept. 2014 – Apr. 2015	1. <b>Represented</b> college in modern dance competitions and performances <ul style="list-style-type: none"> <li>• <b>Champion</b> of Festival Kesenian Inter Kolej(FKIK) 2015</li> <li>• <b>Invited</b> performance for <ul style="list-style-type: none"> <li>• Faculty of Economics and Business Dinner 2015</li> <li>• Azam Youth Central 2015</li> <li>• G- Experience 2015</li> </ul> </li> </ul>
May 2010 – Nov. 2012	1. <b>Represented</b> school in Malaysian National Chemistry Quiz 2010 2. <b>Represented</b> school in Australian Mathematics Competition 2012

## **Employment Experience**

- Employer : Crest Force Recruitment Agency  
Position : Recruitment Executive  
Time Frame : October 2016 – Jan 2017  
Current Salary : RM 2000  
Reason of leaving : Further Master Studies at Universiti Putra Malaysia

  - Generated new accounts – enquiries via emails / incoming calls
  - served clients by identifying requirements and provide professional consultancy on the manpower current market situation
  - Understand job specification and find out important information and record accurately
  - Managed and build close rapport and good business relationship with clients to maximize sales opportunities
  - Responsible for talent sourcing and selection
  - Planned and place advertisements in various channels
  - Filled up open positions
- Employer : Renaissance Kota Bharu Hotel  
Position : Human Resource Trainee (Recruitment)  
Time Frame : 04 July 2016 & 26 September 2016  
Reason of Leaving : Internship End  
Last Drawn Salary : N/A but meal allowance

- Handle recruitment for new hires
- Prepare daily agenda for briefing
- Update and filing employees' data
- Prepare interviews schedule for perceived candidates

3. Employer : ePromode Sdn. Bhd.  
Position : Promoter  
Time Frame : July 2015 & January 2016  
Reason of leaving: Part Time job during Semester Break  
Salary : RM 100 (per day)

- Demonstrated and provided information on promoted products/services
- Created a positive image and lead consumers to use it
- Identified interest and understand customer need and requirements
- Set up booths or promotional stand and stock products
- Report on demonstration related information such as interest level, questions asked, number of sample/flyers distributed)

### **Leadership Experience**

- 2011– Committee Member of Persatuan Tingkatan Enam
- 2013– Committee Member of Modern Dance Club UNIMAS
- 2015– President of CEMPAKA CREATIST FESTIVAL
- 2016– President of CEMPAKA Modern Dance Club

### **Research and Development**

- Final Year Project I & II
  - Parental Influence on Career Choice: A Case Study Among Students of University Malaysia Sarawak

## **Special Skills and Knowledge**

### **1. Computer Skills**

MS-Windows – Intermediate  
MS-Word – Intermediate  
MS-PowerPoint – Intermediate  
MS-Excel – Intermediate  
MS-Office – Intermediate

### **2. Language Competency**

English – Spoken (Intermediate), Written (Intermediate)  
Bahasa Malaysia – Spoken (Intermediate), Written (Intermediate)  
Mandarin – Spoken (Fluent), Written (Beginner)  
Hokkien – Spoken (Intermediate), Written (Beginner)  
Japanese – Spoken (Beginner), Written (Beginner)  
Cantonese – Spoken (Beginner), Written (Beginner)

### **3. Personal Skills**

Good analytical skill, independent, discipline, keen to learn, responsible, team player

**Expected Salary: RM 2800**

**Availability (work): As soon as possible**

## **Reference**

**Disclose upon request**