
HERNI ROSMIZAH BINTI AMAI

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CAREER OBJECTIVES

Considering myself as fresh graduate with inadequate knowledge, skills, and experience, I think this is the best platform me to work in establishment organisation where I can offer my skills, experience and knowledge for the growth and betterment of your organisation. Moreover, my education background in Economics (Human Resource Economics) make me a suitable candidates as your employee and I am ready to faced the challenging environment in this industries

WORKING EXPERIENCES

MAR2017 - PRESENT

ADMIN ASSISITANT/CLERK - TESHTECH SDN BHD

Job Descriptions:

- ❖ Receipt Acknowledge of Receipt, Open Cash Sales Receipt, Open Payment Voucher and update the payment received into spreadsheet and UBS Accounting System.
- ❖ Prepare quotation to customer regarding testing if customer request, record and doing failing.
- ❖ Records staff leave, staff attendance and prepare staff punch card (doing monthly by 1st week every month)
- ❖ Receptionist - Answering Calls, Attend Walk In Customer.
- ❖ Person in charges to collect customer survey form and make analysis of overalls company performance based on survey form received.
- ❖ Doing task that been assigned time by time

AUG 2016 - FEB 2017

SKIM LATIHAN 1MALAYSIA TRAINEE - SIDMA COLLEGE SABAH

Reason Resign: SL1M Programme only Sixth Month of Training

Job Descriptions:

- ❖ Preparing and delivering marketing plans within key objectives.
- ❖ Receptionist - Attend walk in customer that inquires with programs offer, fees, duration of study and so on at front desk unit, pick up calls
- ❖ Involved in Education Exhibition - Program Mesra Rakyat with Mobile CTC at Tenom, Sabah.
- ❖ Contribute as Facilitator for Programme Road For Excel SPM/STPM at Dewan Masyarakat Papar, Sabah (Programme Managed by UNITAR International University)
- ❖ Doing task that been assigned time by time

SEP 2011 - AUG 2012**GENERAL CLERK**

Reason Resign: Continue my studies to Bachelors level at Universiti Malaysia Sabah

Responsibility:

- ❖ Attend walk in customers and make daily report for arriving shipment.
- ❖ Prepare middle and end month tax invoice for regular customers

EDUCATION

2012 - 2015	BEcons (Hons) Human Resource Economics, Universiti Malaysia Sabah CGPA : 3.42/4.00 Date of Graduation : 21 ST November 2015 Awards : 1. Dean List Sixth Semester - UMS 2015 : 2. Dean List Fifth Semester - UMS 2014
2009 - 2010	Sijil Tinggi Pelajaran Malaysia (STPM), SMK Kinabutan Tawau, Sabah CGPA : 2.75/4.00
2004 - 2008	Sijil Pelajaran Malaysian (SPM), SMK Kinabutan Tawau, Sabah Result: 5A, 3B, 1D Award : 1. Best SPM Result - Anak Ahli Peladang Kawasan Tawau Sabah

TRAINING

1. Graduates Enhancement Training Workshop 18 July - 15 August 2016 - SL1M Programme (Talent Suites Sdn Bhd)
2. Industrial Training at Pejabat Tenaga Kerja Tawau, Sabah
Duties:
 - ❖ Involved in Employability Programme - Azam Sabah 2015 Siri 2 as Person In Charges by making phone call to selected employer and candidates if they are interest to participates to join that programme. (De Choice Hotel, Tawau)
 - ❖ Completing Monthly Report Job Placement under Job Placement Unit, JTK Tawau Sabah.
 - ❖ Preparing documentations, inter-office memo.
 - ❖ Involved in Empowerment Human Capital Programs organized by Ministry of Human Resource Development and Information Technology Sabah at Dewan Masyarakat Tawau, Sabah
 - ❖ Responsibilities to recorded cases of compensation of Migrant Workers in the log book and the e-Compensated System.
 - ❖ Doing job that been assigned by time to time
3. Human Resource Management Course, Semester II 2013/14.

SKILLS

Leadership	Vice Chairman of Librarian, S.M.K Kinabutan, Tawau Librarian (2003 - 2008) (2009 - 2010)
Languages	English - Good in written & spoken Malay - Excellent in written & spoken
Computer	Email, Microsoft Office (Word, Spreadsheet, Power Point) - Intermediate UBS Accounting Systems - Beginners Publisher - Beginners

EXPECTED SALARY

RM 1800 - RM 2500 (NEGOTIABLE)

REFERENCES

1. Suriana Binti Selamat

Position : Quality Executive

Company : Testech Sdh Bhd

Relationship : Colleague

Hp No : +60138727160

Email : suria@testech.com.my

2. Madam Azlina Binti Ngatimin

Position: Director of Corporate Marketing & Business Development SIDMA College Sabah

Company : SIDMA College Sabah

Relationship: Supervisor - SL1M

Contact no: 088-732000

Email : azlina@sidma.edu.my

3. Miss Rostika Petrus Boroh

Position: Lecture / Head of Programme Human Resource Economics (HE11)

Company : Faculty of Business, Economics & Accounting, Universiti Malaysia Sabah

Relationship : Academic Supervisor

Contact no : 088 320000 Ext 1544 / +60195888639

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