

## STEPHANIE JANTING ANAK THOMAS

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Mailing Address : P.O Box 2410, 93748 Kuching Sarawak  
Date of Birth : 05/10/1992



**Career Objective:** I am a fresh graduate from Universiti Teknologi Mara currently seeking for a job in any related field to record management and information management. I would like to utilize my skills and contribute to organization's development and success.

### EDUCATION BACKGROUND

- 1 UNIVERSITI TEKNOLOGI MARA (UiTM), PUNCAK PERDANA** 2014– 2017  
Level : Bachelor of Information Science (Hons) Record Management  
Faculty : Faculty of Information Management  
CGPA : 3.34/4.00  
Length of Study : Semester 3-7
- 2 UNIVERSITI TEKNOLOGI MARA (UiTM), SAMARAHAN** 2011- 2014  
Level : Diploma In Information Management  
Faculty : Faculty of Information Management  
CGPA : 3.00/4.00  
Length of Study : Semester 1-5
- 3 SEKOLAH MENENGAH KEBANGSAAN TARAT** 2005-2009  
Level : Sijil Pelajaran Malaysia (SPM)  
Result : Pass

### WORK EXPERIENCES

- 1 Industrial Training** Aug 2016-Dec 2016  
⇒ Chief Minister Office Sarawak (State Implementation Monitoring Unit-SIMU-)  
⇒ Scope of Work:
  - Manage record and filing room (active and non-active record)
  - Manage all work related to administration and other section within SIMU
  - Re-arrange filing room (close file)
  - Re-arrange SIMU's resource room
- 2 Sale Assistant** Jan 2010- Oct 2011  
⇒ Everrise Departmental Store BDC (Hardline Department)  
⇒ Scope of Work
  - Answering queries and complaints from customer
  - Giving advices and guidance on products and services to customer
  - Attaching price tags to products on sales floor and keeping up to date with special promotions

## PROFESIONAL SKILL

1

⇒ Microsoft Office:

- Word
- Excel
- PowerPoint
- Access
- Publisher
- Adobe Photoshop
- Adobe In Design
- Macromedia Director MX 2014

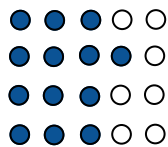
## LANGUAGE SKILL

#1. Poor 2. Fair 3. Good 4. Very Good 5. Excellent

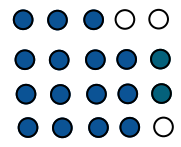
### Language

- English
- Malay
- Bidayuh
- Iban

### Written



### Spoken



## PERSONAL STRENGTH

- Responsible
- Trustworthy
- Flexible
- Good Listener
- Adaptability to new environment
- Able to accept and learning from criticism
- Highly motivated to work as a team

## CERTIFICATE AND AWARD

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

## REFERENCES

1

**Raya Aida Bt. Abdul Karim**

Administrative Officer (N44)  
State Implementation Monitoring Unit (SIMU),  
Chief Minister Office Sarawak  
011-39260540

2

**Dr. Nurussobah Bt. Hussin**

Senior Lecture at UiTM Puncak Perdana  
019-3743868