



PERSONAL INFORMATION

Name: Danny Maurice Lajikip
 Date of birth: 26th September 1993
 Address: No.8, Kpg. Giam Lama, Jln Puncak Borneo, 93250 Kuching, Sarawak.
 Contact No.: 014-3704417
 E-mail Address: dmlajikip93@gmail.com

SKILLS

Administrative Skills	<ul style="list-style-type: none"> • Formatting and managing document • Able to handle in any numeric issues • Able to handle general office procedures
Soft skills	<ul style="list-style-type: none"> • Fast and accurate in typing • Able to work as a team • Able to stay calm under pressure
Computer skills	<ul style="list-style-type: none"> • Microsoft - Word, Excel, PowerPoint, Access, Project • SPSS Statistics
Language	<ul style="list-style-type: none"> • English - Good in writing and speaking • Malay - Excellent in writing and speaking

WORKING EXPERIENCE

Company	Position	Job Description
Euro Track Sdn. Bhd. (November 2016 – Present)	General clerk	<ul style="list-style-type: none"> • In-charge with the bills/invoices and inventory in business procedure, filing.
Majlis Perbandaran Padawan (MPP) (February – July 2016)	Trainee	<ul style="list-style-type: none"> • In-charge with data entry and keeping of records • Provide general administrative support to colleagues, staff and the office manager • Document formatting • Do SPSS statistics for 5S

EDUCATIONAL BACKGROUND

Institution: Universiti Teknologi Mara (UiTM), Kampus Samarahan.

- Bachelor Degree in Office Syst. Management (Jun 2014 – Dec 2016)
- Diploma in Office Management (Sep 2011 – Nov 2014)

EXTRA-CURRICULAR

1. 2008 – Participate in Chess Championship, Majlis Sukan Sekolah Kota Kinabalu.
2. 2009 – Participate in Bestari KFC Chess Challenges, national level in Sabah.
3. 2010 – Participate in Bestari KFC Chess Challenges, national level in Johor.
4. 2013 – Faculty's representative to organize event at Sarawak Cultural Village.
5. 2015 – Participate in Kem Bina Semangat, UiTM as a facilitator.

REFERENCE

Name: Puan Noor Shima Binti Antony
Position: Head of Faculty of Office System Management
Contact No.: 082-678235

Name: Puan Rozita Binti Hanapi
Position: Representative of the Faculty of Industrial Training
Contact No.: 082-678204