



**RIMALYN BINTI JALILA**  
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## PERSONAL PARTICULARS

Date of Birth (Age) : 14 December 1991  
Gender : Female  
Nationality : Malaysia  
Race : Bajau  
Marital Status : Single

## CAREER OBJECTIVE

Seeking a challenging career in a progressive organization where I can develop effective skills and knowledge to maximize individual and organizational productivity.

## ACADEMIC QUALIFICATION

**Bachelor of International Marketing with Honor 2017**, latest CGPA 2.83 on a scale of 4.00, Labuan Faculty of International Finance, University Malaysia Sabah (UMS), Labuan F.T, Malaysia.

- **Course in Concentration:** Principles of Marketing, Principles of Accounting, Business Statistics, Financial Management, International Marketing, Business Law, Operation Management, Organization Behavior, Research Method, Cyber Marketing, Brand Management, Customer Relationship Management.

**Sijil Tingi Pelajaran Malaysia (STPM) 2010**, Arts Stream, Sekolah Menengah Kebangsaan Perempuan Likas.

- **Courses in Concentration:** Subjects include Bahasa Malaysia, Geography, and Business Studies.

**Sijil Pelajaran Malaysia (SPM) 2008**, Sekolah Menengah Kebangsaan Perempuan Likas.

## WORK EXPERIENCES

**2017**

**KK Crystal Hotel Sabah**

From september until now.

- Handle guest check-in and check-out.
- Responding to complains, services issues and other general questions or concerns.
- Include answering a multi-line phone system and greeting and directing guest.

**2017**

**Sabah Ministry of Industrial Development (MID)**

January until March (10 weeks), undergoes industrial training at public sector.

- Help in managing Administration Department daily routine.
- Prepare the copy of minutes of meeting.
- Corporate with the other workers in managing and arranging program to make it successful in Entrepreneurship Department.

**2015 - 2016**

**Housekeeping (Public Area)**

June until August, work as a part time during semester break.

- Give satisfaction to the guest by provide better service.
- Keep public area environment clean.
- Assist guest in give direction of the resort.

**SKILLS**

**Technical skills:**

- Basic in Computer, Introduction for Windows 8, Introduction For internet Microsoft Office (MS Word, MS Power Point, MS Excel and MS Access).
- Basic knowledge of SPSS database.

**Languages:**

	<b>Spoken</b>	<b>Written</b>
• Malay	Excellent	Excellent
• English	Good	Good

**Leadership Skills:**

- President of "Kadet Remaja Sekolah" 2010 & 2008.
- President of Petanque Club 2008.
- Fasilitator of "Pembimbing Rakan Sebaya" 2009 – 2010.
- School Librarian 2007 – 2008.
- Secretary of Science and Mathematics Club 2008.
- Secretary of Kadet Remaja Sekolah 2007.
- Assistant Secretary of Sports 2010.
- Assistant Secretary of Science and Mathematics Club 2007.
- Attended "Hadhari Leadership Course" 2007.

**SOFT SKILLS**

- Able to work with any level of organization.
- Positive attitude toward learning new thing.
- Multitasking.
- Responsible and hardworking.

**ACHIEVEMENT**

- Conducted and published research on undergraduate program "**Students Acceptance and Use of Interactive Whiteboard**".

## EXTRA-CURRICULAR

- Attended soft skills class and learn about Effective Business Communication, Presentation Skills, Solving Problem, Self-Leadership, Critical Thinking and Winning Credentials.
- Attended "Management workshop meetings and writing minuts of meetings of officials and staff of Sabah Ministry of Industrial Developments (MID) held by MID Mac 2017.
- Attended "*Seminar Dimensi Gender Dalam Pembangunan*" organisd Sabah Women Affair's Department by February 2017.
- Attended "*Bengkel Asas Photoshop*" November 2015.
- Member of "*Paramedik*" for Co-curricular Subject 2015 until 2017.
- Participate in Sabah State of Petanque Tournament 2008.
- Received Awards of "Pelajar Sopan Santun" 2009.

## REFERENCES

### **Pn. Rosnih Othman**

Training Supervisor/officer  
Sabah Ministry of Industrial Development (MID)  
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### **Pn. Angela Chong**

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