



SWASTIKA NING TYAS BT SUPARMIN

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LOT 1-4-17, BLOCK SERAYA C , TAMAN PUTERA JAYA
TELIPOK ,88450 , KOTA KINABALU , SABAH



WORKING EXPERIENCES

Feb 2015 / Administrative

ADMIN at Yayasan Sabah

Worked as Admin in Level 5 Tun Mustapha Building
Education Development Divion at Yayasan Sabah



SABAH



EDUCATION

SIJIL PELAJARAN MALAYSIA

SM ST FRANCIS CONVENT (M)
KOTA KINABALU, SABAH

2007 / 2012

SUBJECT INTEREST

- > ADMINISTRATION
- > MARKETING
- > BUSINESS
- > PUBLIC RELATION
- > HUMAN RESOURCE
- > LOGISTIC / SHIPPING

"I am flexible for any job offered. I can work under stress. I am also easy to get along with new people and new surroundings, as I like to go for outdoor activities and discover something new.

Gaining new experience is what I look forward most and is the best ways to improve and apply the knowledge that I learned to meet the requirement in order to give the best "

-Swastika -



ABOUT ME

Name: Swastika Ning Tyas bt Suparmin
Date of Birth: 06th Dec 1993
Nationality: Malaysian
Education SPM
No Ic 951206 - 12 - 5452



OBJECTIVES

I am Swastika . I am highly creative and multitaledent In administrative with extensive experience in Administration and marketing . I would like to be a part of a company where I could use and enhance my skills as well as gain experience for the future development of myself.



PROFESSIONAL SKILLS

Adobe Photoshop	<div><div></div></div>	75
Adobe Indesign	<div><div></div></div>	75
Canva Editor	<div><div></div></div>	75
Microsoft Office	<div><div></div></div>	75
Web Handeling	<div><div></div></div>	75



PERSONAL SKILLS

Creativity	<div><div></div></div>	75
Team Working	<div><div></div></div>	75
Organization	<div><div></div></div>	75



LANGUAGES

English	<div><div></div></div>	75
Malay	<div><div></div></div>	75



SOCIAL MEDIA



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N'ttya Suparmin's