

02 MARCH 2017
ANDRIANNATY TIPONG IBAU
LOT 9439 LORONG 5
JALAN DATO PERMAISURI 3E
PERMYJAYA 98000 MIRI
SARAWAK



HUMAN RESOURCE DEPARTMENT/MANAGEMENT
SWANSON PLASTICS (MALAYSIA) SDN BHD

Dear Sir/Mdm,

APPLICATION FOR ENTRY THE POST FOR OPERATION TRAINEE

Regarding the admin position as was recently made available in your company, I am writing to inform you of my interest. I recently obtained my Degree in Arts Management from the Universiti Malaysia Sarawak (UNIMAS).

My strength and assets in which your company can leverage upon are :

INDUSTRIAL EXPOSURE	<ul style="list-style-type: none">• 3 month attachment at Asia Care company under Tokio Marine Life Insurance.• Exposed to billing and invoice• Expose to design poster for every new tour competition• Expose to filing agent statement, and bank transaction payment
WORKING EXPERIENCE	<ul style="list-style-type: none">• Admin Clerk (Asia Care)• Temporary teacher (Sk Pengarah Entri)
SOFTWARE SKILLS	<ul style="list-style-type: none">• Adobe illustration/Photoshop• Microsoft Office/Excel/Powerpoint
FINAL YEAR PROJECT	<ul style="list-style-type: none">• B+
ACHIEVEMENT	<ul style="list-style-type: none">• 16th Unimas Convocation Crew (2012)• Badan Budaya UNIMAS (BAYU) 2012• Larian Amal Kolej Alamanda 2012• Minggu Seni Budaya dan Warisan (Malam imbauan memori) 2013• Kembara Kayak 2013 (Tour & Green) UNIMAS• Final Year Project (Cetusan Idea Pelajar Tahun Akhir) 2014• ICE (Innovation, Career and Education) 2015
LEADERSHIP ACHIEVEMENT	<ul style="list-style-type: none">• Head prefect 2010-2011

Look forward to be interviewed by the company Tel(012-8809233) Email(ndriannaty92@gmail.com).

Yours sincerely,

ANDRIANNATY TIPONG IBAU

Bachelor of Applied Arts with Honours (Arts Management)

Universiti Malaysia Sarawak