

## KASMAWATI BINTI MOHAMMAD

43, Kampung Stakan Melayu,  
94300, Kota Samarahan, Sarawak  
(60) 112 6593704  
[kasmawatimohammadbunsu@gmail.com](mailto:kasmawatimohammadbunsu@gmail.com)



### OBJECTIVE

Administrative position with emphasis on client relations, office management and contributing to the organization as generally.

### RELEVANT SKILLS & ACHIEVEMENTS

#### Administration

- As a junior executive, secretarial department handling administrative works.
- As an intern with local security company, filling form, filing and recording, and marketing services.
- Secretary for Public Finance Dinner award at university in 2013.
- Trusted as a treasurer during Say No to Plagiarism program, involving seventy students.
- Active committee in many programs at university for five years.

### EMPLOYMENT / EXPERIENCE

Sarawak Sentosa Theme Park	Operational Facilitator	Nov 2016 - Present
OBYU Holdings Sdn Bhd	Junior Executive	Dec 2015 – Sep 2016
SK Dato Mohd Musa	Temporary Teacher	May – July 2015
SK Pinang	Temporary Teacher	Sep – Nov 2014

### EDUCATION

Universiti Teknologi Mara

Diploma in Public Administration 2009 – 2012

Degree in Administrative Science 2012 – 2016

### OTHER

IT Skills	MS Office (Word, Excel, Power Point, SPSS)
Current Salary	RM 1600
Expected Salary	RM 1900

### REFERENCES

1. Miss Zalina Mohd Desa, Lecturer,  
Universiti Teknologi MARA Kampus Samarahan  
(60) 19 4991835
2. Norshima Dollah, Secretary Cum Administrative,  
Ramadhan Electrical Works Sdn. Bhd.  
(60) 111 2013427