

DAYANGKU NUR EKMIRA BINTI AWG KAMIL

Age : 24 years
Identification no. : 940522-13-5122
Gender : Female
Race : Malay
Religion : Islam
Marital Status : Single
Address : 4029 Lorong 2k2 Taman Sourabaya Indah
Jalan Bako 93050 Kuching Sarawak
Contact number : +6 0165787034
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CAREER OBJECTIVE

Seeking an Administration position with a company that can make use of clerical experience and leadership skills.

SKILLS

- Certificate in Microsoft Office
- Communication
- Teamwork spirit and strong interpersonal skills
- Leadership/Management
- Administration and Management
- Problem Solving/Critical Thinking
- Innovation and Creativity
- Microsoft Office (Word, Excel, PowerPoint, Publisher)

PROFESSIONAL EXPERIENCE

APR 2014 – AUG 2014 HASHIM & NEH Clerk (Temporary)

- Management of office equipment
- Maintaining a clean working environment
- Managing clerical or administrative staff
- Sorting and distributing incoming and outgoing post
- Maintain front desk procedures including contact information, direction and frequently requested company information
- Provide professional administrative support to recruiters

JULY 2016 –SEPT 2016 MICROMEDIC SDN BHD Administration Assistant (Temporary)

- Preparing financial documents such as invoice, bills, and accounts payable and receivable
- Sorting out the post
- Performs general clerical duties
- Preparing financial documents such as invoices, bills, and accounts payable and receivable
- Posting daily receipt

JULY 2017- JAN 2018 SARAWAK ENERGY BERHAD
Internship

- Provide general administrative and clerical support including mailing, scanning, faxing, copying and filing.
- Perform data entry and scan documents
- Answer calls from staff regarding their inquiries
- Attend meeting with supervisor

EDUCATION

2017	UNIVERSITI MALAYSIA SARAWAK (UNIMAS) Bachelor of Social Sciences (Hons) Industrial Relations and Labor Studies
2013	SMK TUN ABG HAJI OPENG Sijil Tinggi Penilaian Malaysia (STPM)
2011	SMK TUN ABG HAJI OPENG Sijil Pelajaran Malaysia (SPM)
2009	SMK TUN ABG HAJI OPENG Penilaian Menengah Rendah (PMR)
2006	SK HUA HIN Ujian Pencapaian Sekolah Rendah (UPSR)

REFEREES

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