



# ELYAS USMAN BIN SAHARTANG

elyasusmann@gmail.com – 0145585572

*“Seeking a responsible job with an opportunity for professional challenges”*

## CAREER OBJECTIVE

Easy-going, cheerful, and hard-working person with proven leadership and organizational skills, and minute attention to detail. Seeking for a responsible job with an opportunity for professional challenges. I am a dedicated team player who can be relied upon to help your company achieve its goals.

**Availability : Immediate; 1 Weeks' Notice**

## PERSONAL PARTICULAR

Date of birth : 17 May 1992  
Marital Status: Single

Driver License : D  
Nationality : Malaysian

## EDUCATION BACKGROUND

Jan 2013 –  
Accomplish on  
Nov 2016

**University Malaysia Sabah**

Bachelor of Psychology with Honours  
(Industrial and Organizational  
Psychology) – 2.80

## WORKING EXPERIENCE

**Jabatan Tenaga Kerja Tawau, *Department of Labour* (Internship)**

- **Handling of Application for Licenses to Employ Non-Resident Employee**
  - Register new or renew employ licenses application by using SLMPA system.
- **Job Registration Service**
  - Employer; Register their new job ads or job; to be advertised in the jobsmalaysia website; or to apply for their workers needed.
  - Employee; Register their profile for seeking a job.
- **Handling of Labour Complaint Case**
  - if there any cases regarding workers at the workplace, they will be handling in the complaint room to negotiate and resolve the problem; or be advice for the best solution

## SKILLS / STRENGTHS

- Writing : Writing report
- Typing : Good
- Computer Literacy : Can easily learn / adapt new software and system in computer; Microsoft Office, Sony Vegas (Video Editing), Adobe Photoshop (Designing),
- Fast learner : Can easily adapt new tasks in a short period.
- Committed : Dependable, trustworthy and committed to any designated job. Determined to achieve success, focusing on commitments targets.
- Independent : Willing to work with little supervision.
- Self-management : Able to manage personal reactions and attitudes towards responsibilities and challenges in work. Very good in time management as able to complete given task within the prescribed time.
- Communication : Able to speak, write and listen effectively.

**Razima Hanim Osman**

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University Malaysia Sabah (Kota Kinabalu)  
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Position : Ketua Program HA13

**Eko Bariono Tumiran**

Pejabat Tenaga Kerja Tawau  
Kementerian Sumber Manusia  
Tingkat 2, Wisma Persekutuan  
91007 Tawau  
Tel: :089-773411  
Email : [jtktawau@mohr.gov.my](mailto:jtktawau@mohr.gov.my)  
Position :Penolong Pengarah Tenaga Kerja