



JOELIOUS JERK

INFO



Name

Joelious Jerk Anak Basil



Address

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SKILLS

Microsoft Office



TEAM WORK



COMMUNICATION



EDUCATION

Diploma in Healthcare Management (2015.02-2018.02)

I-System College

CGPA 3.34/4.0



EXPERIENCE

Healthcare Management intern (2017.08 - 2018.01)

Timberland Medical Centre, Advanced Pathology, Herk Chung Pharmacy, Klinik Kotaraya Batu Kawa, JT Akademi, LIONS Nursing Homes, PERKATA Special School

Register patients, Data Entry, Filling Patient Record into Patient Casenote, Handle telephone call, Handle Basic Accounting, Filling Invoice, Do Purchase Order, Handle Purchase Requisition Form, Record stock in and stock out, Supervise Cleaner to do Their Job, Audit Cleaning quality at TMC.

PSH Pembantu Pegawai Perangkaan Gred N17 (2014.08-2014.10)

Jabatan Perangkaan, Pejabat Operasi Bahagian Bintulu

Responsible to collect census and information from the community for Bintulu division for "Kajian Persepsi Intergriti Nasional" (KPIN).



Activities Experience

- as a AJK & Emcee for Diploma in Healthcare Management dinner 2017.
- as a President for Diploma in Healthcare Management sports day on 2017.
- as a Vice President for Diploma in Healthcare Management sports day on 2016.
- as a Speaker for public talk on 2016



Strength

- I was a candidate who is excellent in communication skills and management skills.
- I am also enthusiastic and ready to work for extended hours.
- I am also willing to learn something new

Others Information

- Salary Expected: Rm 1200 - Negotiable
- Possess own transport