



MATTEUS ANAK BELONG
BACHELOR DEGREE OF SCIENCE
HUMAN RESOURCE DEVELOPMENT
Contact No: 014-8983404
E-Mail: mattbg2708@yahoo.com
Healthy: Excellent
Expected Salary: RM1800.00(Negotiable)

EDUCATION BACKGROUND



UNIVERSITI MALAYSIA SARAWAK
DEGREE IN HUMAN RESOURCE DEVELOPMENT (2013-2016)
CGPA: 3.22



SMK THREE RIVERS MUKAH (2011-2012)
STPM (2012)
CGPA: 3.50



SMK MUKAH (2006-2010)
SPM (2010)
RESULT: 1A+, 1A-, 3B+, 1C, 2D, 1E
PMR (2008)
RESULT: 3A, 3B, 1D

WORKING EXPERIENCE

Position : Human Resource Trainee (Transfer Of Technology)

Roles:

a) Filing

- Assist supervisor in arrange and updating the progressed report of the Industry
- Arranging and keeping all files in order thoroughly checked before it will be banish ed.
- Properly checked and record all the famers *personalities such as account and physical mental fitness.*

b) Assist supervisor in legalize all receipts that acquired input of fertilizer, insecticide and others materials which had been officially ordered by the company.

c) Employee Activities and welfare

- Assist supervisor in planning and conduct activities such sports and welfare of the employees.



Outcomes:

- a)Learn to handle work under pressure with supervisor.
- b)Learn how to interact with the employee.
- c)Learn how to plan and conduct events.
- d)Learn how to working as a team in organization.

Position : Daily workers (February 2011-April 2011)

Roles:

- A] Maintainence of oil palm seedling at the Nursery
- b) Such as manure the oil palm seedling
- c) Pruning and culling the old leafs
- d) Arrange, separate and grading the oil palm seedling.



SARAWAK PLANTATION BERHAD

Outcomes:

- a) Learn how to interact with foreign and local workers
- b) Learn how to manage ourselves working in new environment
- c) Learn how to work under different staff or supervisor in doing task.

FINAL YEAR PROJECT

Title: Relationship Between The Culture Organization And Commitment With The Employee At The Private Sector Which Had Been Stated In Sarawak

Skills And Strengths:

- a) Knowledge in Human Resource practice and Labour Law and regulation.
- b) Competence in utilizing Microsoft Office (Words, Excel, PowerPoint)
- c) Fluently speaks Malay, English and Iban languages
- d) Able to write and read in Malay and English.
- e) Self-oriented, dynamics and self-motivated.
- f) Able to work independently, with minimum supervision and keen to learn.
- g) Fast learner and willing to master any new jobs or new assignment

Extra Curricular Activities:

- a) Represent kolej Tun Ahmad Zaidi (Unimas) in Futsal tournament for year, 2013
- b) Represent Faculty of Cognitive Sciences and Human Development [Unimas] in Sepak Takraw tournament for 2014.
- c) Represent SMK Mukah in sport tournament for year, 2010.
- d) Represent SMK Mukah in football tournament.
- e) Represent SMK Mukah In Hockey Tournament.
- f) Vice Chairman For SMK Three Rivers Fire bridge Cadet For 2012.
- g) Secretary for SMK Mukah Scouts Club For 2009.

REFERENCES

Entering Anak Geruna
Assistant Manager
Sarawak Plantation Berhad Sungai Bayan, Mukah
Tel : 013-5660223

Dr Ahmad Kamil Hj Mohd Jaaffar
Pengurus Pusat
Pusat Penyelidikan Dan Pembangunan Koko (Lembaga Koko Malaysia)
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