

BOYKE BETRAM PABUANG



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Kampung Sentosa Blok 4,
Jalan Tengku Osman,
91007 Tawau, Sabah.



Expected salary: RM 1,300



WHY ME

I am a fresh graduate for **Bachelor of Science in Human Resource Development (Hons.)** Thus, I have better knowledge about training and development, Malaysian labour law and regulations including other HR functions. I'm a **team player, independent** and **motivated** person. Furthermore I possess a **good leadership skill** that can blend in with diverse culture. I am also trained in **time management** therefore I am well verse with deadlines.



REFERENCES

ASSOC. PROF. DR HASBEE HJ USOP
Lecturer/Final Year Project Supervisor
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DRS MUHAMAD SOPHAN NAZARUDDIN SUTAN SAIDI
Lecturer/Mentor
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WORK EXPERIENCE



July – September 2016



Kota Kinabalu, Sabah

JABATAN KESELAMATAN JALAN RAYA (JKJR) SABAH

Position Held: Internship

Manage a programme and course about road safety for road user and society. Other than that, JKJR opened exposition counter about road safety and communicate with peoples to explain about the important of road safety. Filing all documents and manages the official letter. Use the HRMIS included e-perolehan and e-spkb to update the staff profile and organization financial.



January - August 2013



Seremban 2, Negeri Sembilan

AEON CO. (M) BHD

Position Held: Promoter of Ambros & Niki Chain

Managed and organize the filing system of the department. Write and update monthly sales report. Assist customers in explanation for product details. Achieved individual sales target.



January – May 2011



Tawau, Sabah

LAI ALLIANCE SDN. BHD.

Position Held: Storekeeper.

As a storekeeper who was responsible in managing the hardware equipment.



EDUCATION



2013 - 2016



Kota Samarahan, Sarawak

FACULTY OF COGNITIVE SCIENCE & HUMAN DEVELOPMENT – UNIVERSITI MALAYSIA SARAWAK

Bachelor of Science with Honours (Human Resource Development)

- CGPA 3.14



2011 - 2012



Tawau, Sabah

STPM – SEKOLAH MENENGAH KEBANGSAAN TAWAU

Sijil Tinggi Persekolahan Malaysia

- CGPA 3.25



2006 - 2010



Tawau, Sabah

SPM – SEKOLAH MENENGAH KEBANGSAAN TAWAU II

Sijil Pelajaran Malaysia

- 1 B+, 2 B, 3 C, 2 D

EXTRACURRICULAR ACTIVITIES

2016	Secretariat for HRD Week 2015/2016
2014	Secretariat for Sport & Recreation (Sport Club)
2014	Participant for Acoustic event
2011/2012	Vice President for Pra-U Football Club
2009/2012	School Athlete

FINAL YEAR PROJECT



Title: Workplace Learning in Organization at Private Sector

This study focus on workplace learning in organization either formal or informal learning that used by employee. A case study methodology was adopted in which data was obtained through semi-structured interview. Purposive sampling technique was used and the data obtained from the interview were qualitatively analyzed.



SKILLS

MS WORD	<div><div></div></div>	90
MS POWER POINT	<div><div></div></div>	90
MS ACCESS	<div><div></div></div>	70
MS EXCEL	<div><div></div></div>	80
MS PUBLISHER	<div><div></div></div>	70
ADOBE PHOTOSHOP	<div><div></div></div>	40



LANGUAGE

MALAY	<div><div></div></div>
ENGLISH	<div><div></div></div>



More info on:
Boyke Betram