

Mira Singgai

Sibu, Sarawak 96000

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My contemporaries describe me as a responsible, self-motivated person, organized and punctual . I enjoy meeting people and like to work in team . I am initiative and proactive in my working environment as well as committed towards organization mission , objectives andd policies .

Willing to relocate to: Sibu - Mukah - Bintulu

WORK EXPERIENCE

Cashier

Sen Heng - Kuala Lumpur

I work as a cashier and set all the item in and out in computer . I also manage the account .

EDUCATION

Diploma in Science Secretarial

Mukah

December 2014 to November 2016

Politeknik Mukah

SKILLS

Microsoft Office , Microsoft PowerPoint , Microsoft Excel , Internet

ADDITIONAL INFORMATION

Language Proficiency :

Excellent in Bahasa Malaysia
(reading, speaking and writing)

Good in English
(reading, speaking and writing)

Excellent in Bahasa Iban
(reading , speaking and writing)