

# JEFFONE NAIJIM

I can be described as a dedicated person and excellent in a team. Respect and equality are my best motivation. While, attitude and integrity are foundation of my life. For me perfection is what people expect from us, but I make it better than perfection by showing them the value of quality.



## EXPERIENCE



### SABAH ELECTRICAL SDN. BHD. (SESB) – Human Resources Management

#### Practical Trainee

3<sup>rd</sup> JULY 2017- 25<sup>th</sup> AUGUST 2017

- Final Project on 5S Practices in Sabah Electricity Sdn. Bhd.
- Experiences & Skills Gained



### NEXUS KARAMBUNAI RESORT AND SPA– Server/ Waiter

#### (Food & Beverages)

3<sup>rd</sup> JUN 2016- 31<sup>st</sup> AUGUST 2016

- Greets guest and present them with the menu
- Suggest food and beverages to the guest and also try to upsell
- Prepared mixed drinks for service to customers table



### ERAD SURIA LEARNING CENTRE KOTA BELUD– Tutor/ Part Time Teacher

1<sup>st</sup> JANUARY 2014- 28<sup>th</sup> AUGUST 2014

- Teaching tuition for Primary And Secondary
- Additional Mathematics, Mathematics and Geography

## EDUCATION



### UNIVERSITI MALAYSIA SABAH – Bachelor of Social Science with Honour

SEPTEMBER 2014 – NOVEMBER 2017

CGPA: 3.07

Faculty of Humanities, Arts & Heritage. BSoc.Sc. (Hons) Industrial Relations



### SM ARSHAD KOTA BELUD – Pre-U (STPM)

JUNE 2012 – DISEMBER 2013

CGPA : 3.17

## ACHIEVEMENTS & EXTRA CURRICULAR ACTIVITIES

- Participated in PERKESO, DOSH and FIRE RESCUE WORKSHOP
- Participated in “Expo Masyarakat Industri dan Hubungan Pekerjaan sesi 2015/2016”
- Participated in “Knowledge Through Community, Kampung Napong 1, Ranau, Sabah”
- Logistic Committee in “Karnival Sektor Informal dan Hubungan Industri 2016”

## REFERENCES

- 1. Harun Abdul Rahman**  
Nexus Resort Karambunai and Spa (Manager Food and Beverages)  
Tel :014-854 6689  
Email:harunrahman77@gmail.com
- 2. Hajah Badariah Ab Rahman**  
Faculty of Humanities, Arts & Heritage, Universiti Malaysia Sabah  
Tel : 013866 7464  
Email:badariah\_abrahman@yahoo.co.uk

## CONTACT

☎ +60132617388

@ jeffrone9494@gmail.com

## SKILLS

### MS OFFICE

(WORDS, EXCEL, POWERPOINT)

### VIDEO EDITING

### FORMATING AND INSTALLING OS

### ADOBE PHOTOSHOPE CS5

### STATISTIC PACKAGE FOR SCIENCE

SOCIAL (SPSS)

## LANGUAGES

### MALAY

### ENGLISH

### DUSUN

## OTHERS

- ☐ WILLINGNESS TO RTRAVEL : YES
- ☐ WILLINGNESS TO RELOCATE : YES
- ☐ POSSES OWN TRANSPORT : YES
- ☐ EMPLOYMENT AVAILABILITY : YES