


RESWANTA ANAK RAYEN			
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Address: Lot 3150A Lorong 5I, Taman Desa Wira, Jalan Batu Kawa, 93250, Kuching, Sarawak			
Gender: Female		Marital Status: Single	
D.O.B: 20 February 1994		Race: Bidayuh	
University: Universiti Malaysia Sarawak (UNIMAS)		Nationality: Malaysian	
Programme: Human Resource Development			
EDUCATION BACKGROUND			
2013-2016: UNIVERSITI MALAYSIA SARAWAK (UNIMAS) (Bachelor's Degree in Human Resource Development)			
2012-2013: LABUAN MATRICULATION COLLEGE (Certificate in Science)			
2007-2011: SEKOLAH MENENGAH KEBANGSAAN BATU KAWA (SPM in Science)			
EXTRA CURRICULAR ACTIVITIES			
YEAR	TITLE OF PROJECT	DESCRIPTION	
2015-2016	INTERCOLLEGE FESTIVAL	· Represent Rafflesia College in 4×100m	
2014-2015	BUSINESS MODEL CANVAS	· Committee of Food and Beverage · 1 day program at Tuan Abang Salahuddin Islamic Centre, UNIMAS	
2014-2015	Siri Belajar Berniaga	· Committee of Food and Beverage · 1 day program at Faculty of Cognitive Sciences and Human Development, UNIMAS	
2013-2014	UNIMASKU SAYANG (KO-Q, SISWA SIHAT)	· Committee of Souvenirs · 2 days and 1 night at Kampung Pinang, Kota Samarahan	
SOFTWARE SKILLS			
• Microsoft Word (Intermediate)		• Microsoft Excel (Beginner)	
• Microsoft PowerPoint (Intermediate)		• Microsoft Access (Beginner)	
EXPERIENCE			
2016 NOV-DEC	SKECHERS THE SPRING Part-time Promoter Scope of work: 1. Assisting in promoting shoes to customers. 2. Assisting in providing services to customers.		

EXPERIENCE	
<b>2016</b> <b>JULY - SEPT</b>	<b>PUTRA SENTOSA DEVELOPMENT SDN BHD</b> Trainee Scope of Work: 1. Assist in organizing Leadership Seminar for managerial and executive level staff of Putra Sentosa Group of Companies · Call venue/ hotel • Preparing memo and finalised the participants list • Discuss with GM about the guests invitation • Compiling file 2. Recruitment and selection of staff Assignment: find suitable candidate for clerical staff • Look through the résumés • Considering and selecting suitable candidates • Prepare a report of the selection • Have a discussion as to selection 3. Performance • Assist in drafting KPI form with manager of HR 4. General office admin • Office system management and procedures 5. Yayasan John Jinep (YJJ) • Calling candidates of YJJ to inform them about the date of interview • Receiving form from the candidates • Explaining the form to candidates • Make the report summary of the application 6. Assist account to prepare Petty Cash reimbursement including compiling and making report. 7. Preparing press release for Bau Bike Week and Borneo Motocross 8. Assist in community project organized by Majlis Daerah Bau, Pejabat Daerah Bau and Pejabat ADUN N2 Tasik Biru.
REFEREES	
Miss Julie John Oyopice Admin & Operations Co-ordinator Putra Sentosa Sdn Bhd Email: ju3lie@gmail.com Tel: 0128941798	Madam Ng Pei Chen Shop Supervisor Skechers The Spring, Quality Victory Sdn Bhd Email: pcng90@hotmail.com Tel: 0166913616