

Jumahari Binti Lanarang
Mile 5 ½ Apas Road
P.O Box 61354
91008 Tawau, Sabah.

Tel: 014-8690819

Email: ejum10@gmail.com

PERSONAL INFORMATION

Date of Birth : 12 October 1990
Age : 27 Years Old
IC No : 901012-12-5870
Gender : Female
Religion : Islam
Nationality : Malaysian
Marital Status : Single
Expected Salary : RM 2,800.00 and above. (Negotiable)

EDUCATION BACKGROUND

UNIVERSITY MALAYSIA SABAH (Graduation Date: 25th November 2013)

Qualification : Bachelor Degree
Field Of Study : Economics
Major : Human Resources
Result/CGPA : 2nd Class Lower (2.96/4.00)

SMK KINABUTAN TAWAU, SABAH

Qualification : Malaysia Higher School Certificate (2009)
Field Of Study : Art Stream
Major : Business Management
Result/CGPA : 1A-, 2B, 1B- (3.09/4.00)

Qualification : Sijil Pelajaran Malaysia (2007)
Field Of Study : Art Stream
Result : 3 (2A), 1(3B), 2(4B), 1(5C), 1 (7D), 1 (8E)

WORK EXPERIENCES

Agri-Horticultural Trading Sdn Bhd, Tawau

28 April 2014 – Present

Position : Accounts Assistant
Job Category : Accounts / Account Receivable / Account Payable
Industry : Chemical and Fertilizer
Monthly Salary : RM 2,300.00

Work Profile

- Key in incoming documents from suppliers / prepare payment for suppliers
- Issuing invoice for customer, debit note and credit note
- Issuing monthly statement and aging for customer
- Received payment from customer and issuing official receipt for customer
- Key in cash sales bills and updating credit sales
- Key in Fresh Fruit Bunch (FFB) daily both Purchases and Sales for every month.
- Prepare FFB MPOB Report
- Updating and renew vehicle insurance /puspakom/road tax
- Prepare driver lorry allowance for every month

- Update cash book and bank statement reconciliation
- Preparing GST Submission (GST-03)

Feema (Importer & Exporter) Plastics Sdn Bhd

16 January 2014 – 01 April 2014

Position : General Clerk
 Job Category : Sales and Marketing, Account and Cashier
 Industry : Others
 Monthly Salary : RM600

Work Profile

- Key in sales (Both Cash Bill and Invoice) using Microsoft excel
- Issuing cash bills/Invoice (For orders)
- Receive payment and receive orders from customers
- Update stock

Benta Wawasan (Kumpulan Yayasan Sabah) Sdn Bhd

24 June – 13 September 2013

Position : Internship Student
 Job Category : Administration, Human Resources, and Corporate, Planning, Legal & Marketing (CPLM) Department.
 Industry : Plantation
 Monthly Allowance : RM200.00

Work Profile

1. Corporate, Planning, Legal, & Marketing (CPLM)
 - Filling documents
 - Key-in data for sales marketing using Microsoft excel
2. Administration
 - As a receptionist at front office
 - Receive incoming and make outgoing calls

- Filling documents and updating letters and sticker pass gate for sellers, contractors and suppliers
- Issuing sticker and pass gate for sellers, contractors and suppliers that wants to enter Benta Wawasan Estate
- Issuing delivery notes
- Receive any payments from sellers, contractors, and suppliers (For sticker and pass gate)
- Updating all sellers, contractors, and suppliers data using Microsoft excel applications.

3. Human Resources

- Assists Recruitment executive in make a double checks of resume
- Assists Recruitment and Industrial relations executive in key in candidate data for interview by using Microsoft words applications
- Assists recruitment and industrial executive in prepare interview information, date lines, and contacts candidate to attend interview
- Filling documents Standard Operation Process
- Assists foreign workers clerk in updating foreign workers from Indonesia Passport
- Renew passport for foreign workers
- Updating FOMEMA test and foreign workers list name
- Go to Benta Wawasan panel clinics for guide foreign workers before and during FOMEMA test is ongoing and for make sure foreign workers is not skip this medical check up
- Go to Republic Indonesia Consul to renew foreign workers passport process
- Attend of social activities between Yayasan Paduli Indonesia and Benta Wawasan at Seraya Estate of Bena Wawasan.

SKILL AND KNOWLEDGE

- Good knowledge and motivated, dedicated and fast learner to getting job done right.
- Enable to work cooperated with team members.
- Enable to communicate with multilevel of people.
- Enable to speak in Malay properly and able to used simple English.
- Good in writing Malay and English (moderate)
- Can use SQL Accounting systems and Mr. Accounting systems

REFERENCES

1. Mr Brian Shim
Account Manager, Agri-Horticultural Trd Sdn Bhd.
No H/P: 012 815 2320
2. Ms Lulu Lee
Account Cum Human Resources Executive
Agri-Horticultural Trd Sdn Bhd
No H/P: 016 667 1115