

NAME

Age : xx years
Identification no. : xxxxxx-xx-xxxx
Gender : F
Race :
Religion
Marital Status : Married with two kids



Address : 123 Address,
Street, City, State.
Contact number : +6 01 x xxx number
Email : info@youremail.com

CAREER OBJECTIVE

To acquire a position as a Nutritionist and engage with an organization that offers long-term career prospect.

SKILLS

- MS Office :Excellent
- Accounting Software : Moderate
- Graphic Software : Moderate
- Multimedia Software : Good
- Programming Language : Slight
- Internet Applications : Excellent

PROFESSIONAL EXPERIENCE

AUG 2014 – JUNE 2015 **CONCURRENT WITH FULL-TIME PARENTING**
Fund Raiser for Lions Nursing Home

- Developed fundraising strategies in coordination with volunteer team members.
- Produced flyers and informational materials for fundraising events in collaboration with printing production team.
- Assisted with fundraising administrative and clerical duties as needed.

DEC 2013 –JUNE 2014 **MYCARE CLINIC & MYCARE AESTHETICS PROTEGE,**
BANDAR BARU, KUALA LUMPUR
Supervisor

- Managing all staff schedule
- Train new staff
- Manage invoices and clinic system
- Patient dressing

- Assist doctors & aesthetics with facial on patients

FEB 2011 - NOV 2013 **MEDIVIRON CLINIC BRANCH, AMPANG, SELANGOR**
Branch Supervisor

- Manage Lucom student doctors
- Manage all staff schedule
- Train new staff
- Patient dressing
- Assist doctors

APRIL 2010 - MAY 2011 **JABATAN PERANGKAAAN MALAYSIA, PEJABAT MIRI, SARAWAK.**
Temporary Administration Clerk

- Census and identify areas of low income households
- Residential listings
- Update information

EDUCATION

JUNE 2009 – OCT2010 **PTPTL (PUSAT TEKNOLOGI DAN PENGURUSAN LANJUTAN, KUCHING, SARAWAK)**
Certificates Health Science

2009 **SMK TRUSAN, LAWAS, SARAWAK**
SPM/ "O" LEVEL

- Pass with Credits in Bahasa Malaysia, English and Literature
- 1A, 3B, 5C, 1D

2007 **SMK TRUSAN, LAWAS, SARAWAK**
PMR

- 1A, 4B

REFEREES

Person A

Job Title

Name of Company, Street Name,
Address, City, State.

Sarawak, Malaysia.

Email: info@email.com

Contact: +60 8x xxxxxx

Person B

Job Title

Name of Company, Street Name,
Address, City, State.

Sarawak, Malaysia.

Email: info@email.com

Contact: +60 8x xxxxxx