

## NAME

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Age : xx years  
Identification no. : xxxxxx-xx-xxxx  
Gender : F/M  
Race :  
Religion  
Marital Status :



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

## CAREER OBJECTIVE

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Seeking an Administrative Assistant position with a company that will allow me to fully utilize my extensive office management and communication to benefit the organization.

## SKILLS

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

## PROFESSIONAL EXPERIENCE

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OCT -DEC 2015

**SARAWAK LAND CONSOLIDATION AND  
REHABILITATION AUTHORITY (SALCRA)**  
Volunteer Practical Trainee

- Selected to study and develop leadership skills through advanced practical training and by implementing social action projects in local areas of need
- Strengthen organizational skills and the ability to work independently and in as a member of a team
- Performed multiple tasks simultaneously in face paced office environment.

**JUNE – SEPT 2015 SARAWAK LAND CONSOLIDATION AND REHABILITATION AUTHORITY (SALCRA)**  
**Practical Trainee**

- Provide administrative support to five full-time staff including copying, managing the general office email account, answering phones, and filing confidential documents
- Developed training materials and presented to 20 student volunteers on effectively working with members of the local community

**JAN - FEB 2014 PEJABAT PENDIDIKAN DAERAH BAU**  
**Practical Trainee**

- Screened incoming calls, serving as first line of customer / vendor support, escalating critical issues to executives.
- Created process improvements in workflow and documentation handling.
- Scheduled meetings, conferences, itineraries and travel arrangements.

**PROFESSIONAL DEVELOPMENT**

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**2013 PEJABAT PENDIDIKAN DAERAH BAU**  
**Microsoft Office Suite, Leadership and Time Management**

- Strengthen organizational skills and the ability to work independently and in as a member of a team
- Handled all incoming requests for reports via email and directed request to correct department or manager.
- Expertise in a variety of office software such as Microsoft Office.
- Solid knowledge of computers, fax machines and hardware.
- Designed Excel spreadsheets, tables, graphs and Power Point presentations.

**EDUCATION**

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**2009 SMK TINGGI SARIKEI**  
**SPM**

- 2A, 4B, 2C, 2D
- Pass with Credit s in Literature, Mathematics & Geography

**2007 SMK TINGGI SARIKEI**  
**PMR**

- 2 A, 2 B, 3 C

## REFEREES

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### Person A

Job Title

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

Sarawak, Malaysia.

Email: [info@email.com](mailto: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](mailto:info@email.com)

Contact: +60 8x xxxxxx