

## NAME

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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](mailto:info@youremail.com)

## CAREER OBJECTIVE

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

## 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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**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**

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**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**

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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