



AZWA EDORA BINTI JANSON

CAREER OBJECTIVE

Individuals who are highly dedicated and able to give full commitment to the assigned task. Always eager to build a career that contributes to the development of society and intends to improve and advance themselves in the field.

WORK EXPERIENCES

[JAN - MAR 2020] WAITER/CHEF – SEK. MEN. KEB. KEMBURONGOH (RANAU)

- Preparing specific food items and meal components for students.
- Collaborating with the culinary team to ensure high-quality food and service.

[OCT - DEC 2019] WAITER/CHEF - MEDAN SELERA (SARAWAK)

- Welcoming and seating guests, communicate with them and taking orders.
- Collaborating with the culinary team to prepare customer orders.

[JUNE - AUG 2019] WAITER – RESTAURANT TEMPAYAN CAFE (RANAU)

- Welcoming and seating guests, communicate with them and taking orders.
- Collaborating with the culinary team to prepare customer orders.

[JUNE - SEPT 2018] HUMAN RESOURCES ASSISTANT – PEJABAT DAERAH (RANAU)

- Handle and implement HR matter accordingly to company procedure.
- Provide overall administrative support to office in HR scope.

[JUNE - AUG 2017] WAITER – RESTAURANT IKMAL (TAMBUNAN)

- Welcoming and seating guests, communicate with them and taking orders.
- Offering recommendations to upsell appetizers, desserts, or drinks.

[JAN - AUG 2016] CASHIER/WAITER – CLOTH SHOW

- Welcoming and seating guests, communicate with them and taking orders.
- Perform task to receive payments and issuing receipts for customer.

[OCT - NOV 2015] WAITER/CHEF – SEK. KEB. KERANAAN (RANAU)

- Preparing specific food items and meal components for students.
- Collaborating with the culinary team to ensure high-quality food and service.

EDUCATIONAL BACKGROUND

2016 - 2020	UNIVERSITI MALAYSIA SARAWAK (UNIMAS) Bachelor's Degree of Social Sciences (Hons) in Industrial Relations and Labor Studies CGPA 2.76
2013 - 2014	SEK. MEN. KEB. MAT SALLEH, RANAU Malaysian Higher School Certificate (STPM) CGPA 2.67
2008 - 2012	SEK. MEN. KEB. KEMBURONGOH, RANAU Malaysian Certificate of Education (SPM) 1A 1B+ 3B 1C+ 1C 2D

ACHIEVEMENT

- UNIVERSITI MALAYSIA SARAWAK (UNIMAS) | 2018**
- Participant - Manage and Plan for Ranau District Futsal Tournament

ACTIVITY INVOLVEMENT

- UNIVERSITI MALAYSIA SARAWAK (UNIMAS) | 2016 - 2018**
- Participant - Domestic Inquiry and Labour Court Hearings
 - Committee Member - Blood Donation Campaign
 - Participant - Successful Corporate Leader
 - Participant - MASS CPR Awareness and Training Programme

PERSONAL DETAILS

- Address:**
Ranau, Sabah
- Contact:**
+60 14 331 6376
- Age:**
27 Years Old
- E-mail:**
azwaedoraawa@gmail.com

COMPUTER SKILLS

Microsoft Word	: Advance
Microsoft PowerPoint	: Advance
Microsoft Excel	: Intermediate

LANGUAGE SKILLS

	SPEAKING/WRITING
Malay	: Advance
English	: Intermediate

PERSONAL STRENGTH

- Strong work ethic
- Adaptability
- Problem resolution
- Good leadership skills
- Time management

REFERENCE

MDM. CLAUDIA JITON,
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