



- ❖ **Ethnicity:** Kadazan
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TERRANCE WONG KUI FATT

SUMMARY

I am a student currently in Year 2 BSc (Hons) Human Resources Development in **Universiti Malaysia Sarawak**. I am looking for a relevant opportunity to sharpen my human resources abilities, apply knowledge, and assume diversity responsibilities in the workplace. I am confident that the experiences acquired during my internship will help me greatly in my future career.

EDUCATION

UNIVERSITI MALAYSIA SARAWAK

CGPA: 3.39

Dean's List Award (Semester 3)

BSc (Hons) Human Resources Development, (since 2019)

Among subjects taken:

- Statistics
- HRD & HRM
- Career Development In Organisation

KOLEJ TINGKATAN ENAM KOTA KINABALU

CGPA: 3.15

Humanities course (2017-2019)

Among subjects taken:

- Sport Science
- Geography
- Economy
- General Paper
- MUET (Band 3)

TRAINING

Unimas Internship Tracks 2021, 18/2/2021, Online session (WEBEX)

- 1 day program of learning and understanding 4 different internship tracks includes Industry attachment track, Entrepreneur track, research/ project track, and community track.

Webinar: Selangkah Ke Masa Hadapan, 17&20/2/2021, online session(ZOOM)

- 17/2, 1 day webinar program of learning the framework on producing high quality resume.
- 20/2, 1 day webinar program of learning how to prepare on Interview.

AMC College ICT Training Courses, online session (Google Meet)

- Microsoft Excel Level 2&3, **10-13/3/2021**
- Microsoft PowerPoint Level 1&2, Word Level 1&2, and Excel Level 1, **15-23/2/2021**
- Graphic Design (Adobe Illustrator CC) Level 1&2, **8-11/2/2021**

	Administration Clerk Course, Bookkeeping and Human Resources Management Course (Akademi Utama), February 2019, Maktab Koperasi Malaysia (MKM) Kota Kinabalu <ul style="list-style-type: none"> 2 days program that focused on human resources management, primary accounts, and effective communication in venturing into the field of office / clerical management.
WORKING EXPERIENCE	Promoter (Part Time), December 2020 – February 2021, FastHome Property, Inanam <ul style="list-style-type: none"> Demonstrate and provide information on property platform services and showing potential customers onto the services provided. Sales Assistant (Part Time), March 2019 – July 2019, Mr Diy Cawangan Servay Hypermarket, Inanam <ul style="list-style-type: none"> Providing assistance directly to the customers and help locate product for customers. Keeping place clean and sales floor organized well stock in own respective department. Sales Assistant (Part time), December 2018 – March 2019, KSW Gemiland Sdn Bhd, Inanam <ul style="list-style-type: none"> Providing assistance directly to the customers and help locate product for customers. Keeping place clean and sales floor organized well stock in own respective department. Helping manager in bookkeeping daily sales record in Microsoft Excel Sales Assistant (Part time), December 2017- February 2018, Servay Hypermarket, Inanam <ul style="list-style-type: none"> Providing assistance directly to the customers and help locate product for customers. Keeping place clean, barcode update and sales floor organized well stock in own respective department.
ACTIVITIES AND INVOLVEMENT	LEADERSHIP
	<ul style="list-style-type: none"> President, Project Let's Go Green, PPD1041 Softskills and Basic Volunteerism, Faculty of Cognitive Science and Human Development, UNIMAS, 2019. AJK Tugas-Tugas Khas Successful Investment Talk Cempaka Festival 2019, September 2019.
	VOLUNTEERISM
	<ul style="list-style-type: none"> Muaythai Fitness Challenge, Kolej Cempaka UNIMAS, 21 September 2019 Kejohanan Futsal Piala MPP 2018, Mei 2018 Program #Bewise: Kempen Kesedaran Etika Penggunaan Peranti Komunikasi, April 2018
ACHIEVEMENTS	2 nd place, Scrabble Games Competition College level dan district level, Ogos 2018
SKILLS	<ul style="list-style-type: none"> IT Proficiency: Microsoft Office tools, Adobe Photoshop and Illustrator, Filmora, and SPSS. Language Proficiency: English: Intermediate Bahasa Melayu: Advance Bahasa Mandarin: Intermediate
REFERENCES	<ul style="list-style-type: none"> Dr Siti Mariam Binti Abdullah Academic Advisor, Faculty of Cognitive Sciences and Human Development, UNIMAS, +6082-222142/592673 Jucia Joyce Lindar Property Management, FastHome Company, Inanam, +6014-6546963