

# MALUWIS MARATIS



## PERSONAL DETAILS

**Contact** : 014- 5773892  
**E – mail** : maluwist2013@gmail.com  
**Nationality** : Malaysian  
**Age** : 34  
**Marital Status** : Single  
**Gender** : Male  
**Address** : A- 01- 16 Level 1, Condominium Tower A,  
1Borneo, Jalan Sulaman, Kuala Menggatal,  
88450, Kota Kinabalu

## INTERNSHIP EXPERIENCE

**Position** : Intern  
**Duration** : July 2016- September 2016  
**Organisation** : Royal Malaysian Customs Department, Miri, Sarawak.  
**Duties:**

- Ensuring all data entry and human resource documents are in a correct and organized manner.
- Establish and maintain management records for incoming and outgoing correspondence.
- Assist in administration of all general documentations within the office.
- Assist in general duty of the office including heavy exposure in customer service.

## EDUCATION

**2020- Present Universiti Malaysia Sabah**  
PhD in Business, International Business (in progress)  
**2017- 2018 Universiti Malaysia Sabah**  
Master of Business Administration, CGPA 3.31  
**2013- 2016 Universiti Malaysia Sabah**  
Bachelor of Business (Hons) International Business  
**2010- 2012 Polytechnic Mukah**  
Diploma in Business Studies (Management)

## SKILLS

Teamwork *****	Work Independently *****	Organisational Skills *****	Readiness to Learn *****
Time Management *****	Microsoft Office *****	Interpersonal Skills *****	English Language *****

## INTERESTS

- Jogging
- Football
- Volleyball
- Badminton

## REFERENCES

**Name** : **Dr. Oscar Dousin**  
**Relation** : Ex Lecturer at UMS  
**Position** : Lecturer (Human Resource Management)  
**Workplace Address** : Faculty of Business, Economics, and Accountancy, Universiti Malaysia Sabah,  
Jalan UMS, 88400 Kota Kinabalu, Sabah, Malaysia  
**Office Tel** : (+6088) 320000 EXT 102772  
**E- mail** : odousin@ums.edu.my

**Name** : **Mr. Abdul Aziz Bin Brahim**  
**Relation** : Friend and former colleagues during internship  
**Position** : Administrative Assistant (Clerical and Operational) Grade N22  
**Workplace Address** : Royal Malaysian Customs Department, Jalan Persekutuan, 98000 Miri, Sarawak  
**Office Tel** : 016- 8738923  
**E- mail** : aduelaziz@gmail.com