

LETCHUMI M BALASUBRAMANIAM

A-16-13 PPR, TAMAN MULIA BDR TUN RAZAK

56000 KUALA LUMPUR, MALAYSIA

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Systematized, detail-oriented in legal research and clerical tasks

PERFORMANCE SUMMARY

Focused and committed professional with 3+ years of hands-on experience in legal and administrative support capacities. Track record of multi-tasking accounts reports preparation and achieving employer goals through legal research. Demonstrated ability to follow through action plans and a strong drive to succeed. Organized and flexible, able to take new challenges. Solid commitment in Litigation Practice (Civil) to consistently improve the functionality of legal work flow.

CORE COMPETENCIES

- Proficient in both written and spoken English (IELTS 6.5), Malay and Tamil
- Waveapps.com (Accounting)/Skills set of Google Drive (apps management in documentation)
- Microsoft Office Applications : Words, Excel, Power Point (Typing -80 words per minute)
- Softwares (Prezi, WordPerfect , LawCruit ,LexisNexis/WestLaw Next)
- RamCI Search,Ctos, SSM

UNIVERSITY OF ABERYSTWYTH ,WALES (Prifysgol)

LLB Hons.

Graduated: November 2015

EMPLOYMENT HISTORY

Legal Intern and Personal Assistant

September 2016 - Current

Messr Lawrence Lee & Hoong (Kuala Lumpur)

- Assisted and supported Mr Lawrence in legal cases which are predominantly corporate and commercial disputes matters with office administration, secretarial, bookkeeping, process management and other personal matters that resulted in excellent law firm management
- Managed Hotel Business (Rental Management -Homestay) independently by assisting guest enquiries, run daily reports (number of arrivals, departures), identify any special requests and process all guest check-ins, payments through cash/credit and record guest calls or questions, resulting in overall customer satisfaction
- Consolidated business accounting in Waveapps.com to manage Accounts payable, Accounts receivable, Balance Sheet Reconciliations (i.e. Bank and Credit Cards),Month End/Quarterly/ Yearly Closing, General Ledger Analysis and Financial Statements for Management that ensured good financial record

Sales Coordinator**July 2014****Intercontinental Hotels & Resort Company (Kuala Lumpur)**

- Strengthened the day to day activities of Sales and Marketing Department
- Provided support in efficient data entry, letters and reports preparation, and contracts handling
- Excelled under Manager's guidance to boost hotel occupancy and revenue
- Collaborated with the General Manager and Sales Team to solve critical issues on time that allows smooth operation of the hotel

Administrative Assistant**March 2014****YTL LAND , Lot 10 Mall Branch (Kuala Lumpur)**

- Assisted with all the processes that involve administrative management ,directory maintenance, logistics,equipment inventory and storage
- Generated and managed inventory of assets and supplies, and sourcing for suppliers and vendors that improved the efficiency of the department
- Increased the productivity of invoice preparation which resulted in overall improvement of customer satisfaction

PERSONAL ACHIEVEMENTS

- Participated in the video speech to congratulate His Royal Highness Tuanku Muhriz ibni Almarhum Tuanku Munawir,the 11th Yang Dipertuan Besar of Negeri Sembilan Malaysia whom has been honoured as a Fellow Of Aberystwyth University ,Wales.
- Successfully zipped down the longest Zip Line in Europe at Zipworld Snowdonia and awarded with certificate
- Participated and fulfilled national duties in Program Latihan Khidmat Negara (PLKN) under Kumpulan 2, Siri 6, Ayer Keroh (Melaka)
- Bolstered and promoted the Nottingham University Games 2015 to increase the attendance rate among Malaysian students in United Kingdom

REFERENCES

Mr Lawrence Lee Senior Lawyer, Lawrence Lee & Hoong Advocates & Solicitors Email : pa.lawrencelee@gmail.com Phone : 012 3027038 / 012 3095637	Datuk Baljeet Singh , LLB Hons (Wales) Advocate solicitor ,Brickfields Asia College CLP Programme Consultant Email : baljeet@bac.edu.my Phone: + 6 016 326 0732
Mr Ponnurajah Research Engineer YTL Land Sdn Bhd Phone : 016 538 1875	Ms Chong Yee Yee Senior Sales Manager Intercontinental Hotel Group Phone : 017 517 4318