

Nirmala Devi A/P Perumal  
No.5, Selasar Loke Lim,  
Taman Loke Lim,  
30010 Ipoh,  
Perak

October 12, 2015

**YEE LEE EDIBLE OILS SDN BHD**  
Lot 85, Jalan Portland, Tasek Industrial Estate,  
Ipoh, 31400, Ipoh,  
Perak

Dear Sir /Madam,

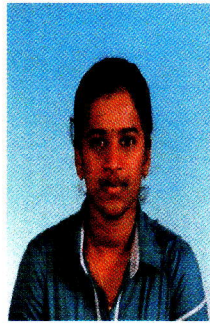
I am writing to apply for the HR & Admin Executive position via online. I am a well-qualified in Diploma in Management with Multimedia who would be an excellent choice for this position.

I have an ability to grow with a job, handle responsibility and build positive relationships with work colleagues at all levels. My present employer is very satisfied with my work rate, and I am confident that I can bring the same level of high performance to your company.

I very much hope that you will look favorably upon my application by recognizing my enthusiasm, talents in the field of HR & Admin Executive and my future potential. Please see my resume for additional information on my experience. Thank you in advance for your time and consideration.

Sincerely,

Nirmala Devi A/P Perumal



**NIRMALA DEVI A/P PERUMAL**

Address: No.5, Selasar Loke Lim,  
Taman Loke Lim,  
30010 Ipoh, Perak.  
Contact No.: 013-2759283/ 05-2916355  
E-mail: [n.devi2106@yahoo.com](mailto:n.devi2106@yahoo.com)

**PERSONAL DETAILS**

Age	: 27 years
IC No.	: 880531-08-5110
Date of Birth	: 31 <sup>st</sup> May 1988
Sex	: Female
Nationality	: Malaysian
Race	: Indian
Religion	: Hindu
Marital Status	: Single
Health	: Excellent

**CAREER OBJECTIVE**

Hardworking and like new challenges, self-motivated, show initiative, positive working attitude, able to accept criticism, good communication skill, caring and able to work effectively in a team.

**EDUCATION BACKGROUND**

**Tertiary Level:**

2008 – 2010 Multimedia College, Kuala Lumpur  
Diploma in Management with Multimedia  
CGPA: 2.70

**Secondary Level:**

2001 – 2006 Sekolah Menengah Kebangsaan Tasek Damai  
SPM Grade: 1A 2B 3C 3D

PMR Grade: 1A 5C 2D

**Primary Level:**

1995 – 2000 Sekolah Jenis Kebangsaan (Tamil) Sungai Pari

UPSR Grade: 4B 2C 1D

WORKING EXPERIENCE		
No.	Place	Work Description/ Position Title
1.	Hovid Bhd (2008)	Operator (8 month)
2.	TM Point (Practical) (2010)	Sales and Purchase (4 month)
3.	ISTA (Ipoh Skill Training Academy) (2011)	Admin (4 month)
4.	J S OLIKH & CO (Lawyer Office) (2011- 2012)	Clerk (1 year)
5	Hovid Bhd (July 2012- Present)	QA Clerk

<b>STRENGTH AND QUALITIES</b>
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- Strong analytical ability, good communication skills with people from all levels.
- Motivated efficient, accurate and detail oriented.
- High- energy, enthusiastic and dependable individual who excels in challenging and competitive environment.

ADDITIONAL SKILLS	
<b>Languages</b>	<ul style="list-style-type: none"><li>• Able to communicate and write in Malay, English and Tamil.</li></ul>
<b>IT Skills</b>	<ul style="list-style-type: none"><li>• Microsoft Word, Microsoft Excel, Microsoft Power Point, Microsoft Outlook, Microsoft Publisher, Macromedia Flash and Internet Accessibility.</li></ul>
<b>Attended Trainings (Hovid Bhd)</b>	<ul style="list-style-type: none"><li>• Good Manufacturing Practices &amp; Hygiene Practice</li><li>• QA &amp; QC Function</li><li>• Good Storage Practice</li><li>• Line Clearance</li><li>• Documentation and Records</li><li>• Mix-ups and ways of reducing mix ups in Pharmaceuticals</li><li>• Microbiological Aspect of Manufacturing</li><li>• Contamination in Manufacturing</li><li>• Facility in Pharmaceutical</li><li>• Safety on hand, finger and hearing protection</li></ul>



## SALARY

Current Salary : RM 1100  
Expected Salary : RM 1500 (negotiable)

## REFEREES

- 1) Name : Ms. Shamini  
Tel No. : 03-20204504  
Position : Lecture in MMC and Advisor  
Company : Multimedia College  
Address : Multimedia College, Jalan Gurney, Kuala Lumpur
  
- 2) Name : Ms. Norafieza  
Tel No. : 05- 2014623  
Position : HR Executive  
Company : Hovid Bhd  
Address : Hovid Bhd, Chemor
  
- 3) Name : Ms. Sarinah  
Tel No. : 05- 2014623  
Position : QA Executive  
Company : Hovid Bhd  
Address : Hovid Bhd, Chemor