

Curriculum Vitae

Career Objective: *To expand my working experience and for future endeavors and be a part in the development and future success of employment organization. Willing to learn and adapt to my future organization development together enhance my personal development as well.*

PERSONAL PARTICULARS

Name : Gayathri a/p Karunakaran

Correspondence Address : No. 50, Persiaran Bekor 19,
Buntong 2, 30020
Ipoh Perak.

Contact number : **012 - 5637497**

E-mail : kgayathri2478@gmail.com

Date of birth : June 24, 1978

NRIC : 780624-08-5402

Nationality : Malaysian

Marital status : Married

Language spoken / written : English, Bahasa Melayu and Tamil

EDUCATION BACKGROUND

2015 – 2018

Bachelor of Business (Hons) in Logistics and Supply Chain Management

1991 – 1995

: Sijil Pelajaran Malaysia
(Sekolah Menengah Seri Intan Ipoh)

EXTRA CURRICULAR ACTIVITIES

1993-1995

: Library Prefect

COMPUTER LITERACY

- (1) Windows 98
- (2) Microsoft Power Point
- (3) Microsoft Word
- (4) Microsoft Access
- (5) Microsoft Excel
- (6) Introduction to Internet

WORKING EXPERIENCE

COMPANY NAME : CENTRE SIDE EXPRESS SDN. BHD, Ipoh, Perak
DURATION : 2013 - NOW
POSITION HELD : CUSTOMER SERVICE EXECUTIVE

Primary Job Responsibilities

- Organizing the shipping of goods to customers
- Printing invoices, sales order acknowledgements and order status sheets
- Monitoring vessel before closing and update customer once vessel sail or delay.
- Prepare Quotation to customer requirements.
- Place Booking
- Arrangement of Transport.
- Monthly Report of Sea Import, Sea Export, Air Freight and Trucking
- Place truck booking according to customer requirement.
- Inform Customer the driver's details.

COMPANY NAME : TOLLGLOBAL (M) SDN. BHD, Ipoh, Perak
DURATION : 2008-2013
POSITION HELD : CUSTOMER SERVICE CO-ORDINATOR

Primary Job Responsibilities

- Keep customers well informed of any issues regarding shipping tariffs, schedule changes, service lanes, equipment matters and opportunities and ability to provide carrier haulage services .
 - Monitor booking statistics and review missing shipper details and make contact with clients to ensure continuity.
 - Support export customer service team in resolving manifesting disputes or errors.
 - Open Job
 - Billing / Sorting and send to customer
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COMPANY NAME : BALTRANS LOGISTICS (M) SDN. BHD, Ipoh, Perak
DURATION : 2006-2008
POSITION HELD : EXPORT CO-ORDINATOR

Primary Job Responsibilities

- Keep customers well informed of any issues regarding shipping tariffs, schedule changes, service lanes, equipment matters and opportunities and ability to provide carrier haulage services .
- Monitor booking statistics and review missing shipper details and make contact with clients to ensure continuity.
- Support export customer service team in resolving manifesting disputes or errors.

COMPANY NAME : OLYMPIA COLLEGE, IPOH PERAK. (IPOH BRANCH)
DURATION : 2004-2006
POSITION HELD : EXAM / STUDENT OFFICER

Primary Job Responsibilities

- Create and maintain student files and database records.
- Exam entries & special requirements for candidates
- To collate lists of collections and exam results and enter them on the database.
- Producing fresher's packs, and timetables, which involve co-coordinating with other departments.
- To prepare lists of students for the matriculation ceremonies.
- Updating the databases with personal tutoring and college advising relationships
- To provide summary information on student progress and special cases for committees such as accommodation committee, and education committee as required.
- To create letters lists for the noticeboards and the accounts office.

COMPANY NAME : Prithi, Junainah @ Associates, IPOH PERAK.
DURATION : 2001-2004
POSITION HELD : ACCOUNTS CLERK

Primary Job Responsibilities

- Monitoring customer accounts for non-payment and delayed payment.
- Maintaining a master vendor file with all required data.
- Preparing labels and envelopes for mailings.
- Maintaining accurate and orderly accounting files.
- Reviewing documents such as bills, invoices, inventory reports and account statements.
- Maintaining a daily log and control of all ledgers.
- Recording the receipt of payments.
- Maintaining the petty cash fund.

COMPANY NAME : GMAK ADJUSTERS, IPOH PERAK. (IPOH BRANCH)
DURATION : 1998-2001
POSITION HELD : ADMINISTRATION

Primary Job Responsibilities

- Handle of paperwork and data. Work within a busy office environment, and support office teams in order to ensure the smooth running of day-to-day activities.
- Communicate clearly with work colleagues using emails etc.
- Handle petty cash, floats and expenses.
- Provide accurate administration of all paperwork generated at Office level. Carrying out large volumes of filing while retaining a good level of accuracy and efficiency.
- Maintaining an effective administration system.
- Ordering and maintaining office stationery and equipment.
- Typing up correspondence including letters, faxes, minutes and memos.

COMPANY NAME : LINTON COLLEGE, IPOH PERAK. (IPOH BRANCH)
DURATION : 1995-1998
POSITION HELD : ADMINISTRATION AND ACCOUNTS CLERK

Primary Job Responsibilities

- Writing up reports and correspondence. Accurate typing information into computer databases.
 - Undertaking general office duties. Strong written and oral communication skills.
 - Using office equipment such as photocopiers, fax machines etc.
 - Collecting Student Payment.
 - Prepare Monthly Payment according to Students Batch.
 - Carrying out general accounting and administrative duties as necessary.
 - Ensuring that the cash recorded by the cashier agrees with bank records.
 - Using computerized accounting systems to maintain accurate records.
 - Preparing wages and managing claims for expenses.
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ADDITIONAL INFORMATION

STRENGTH & SKILLS:

- Leadership charisma
- Self motivated
- Able to work independently
- Dynamic team player and Energetic
- Excellent skills in communication and collaboration
- Sense of responsibility
- Highly inquisitive
- Good time management skills
- Creative and resourceful
- Computer literate
- Able to work extra hours

LANGUAGE PROFICIENCY

| <u>LANGUAGE</u> | <u>WRITTEN</u> | <u>SPOKEN</u> |
|------------------------|-----------------------|----------------------|
| Bahasa Melayu | Excellent | Excellent |
| English | Excellent | Excellent |
| Tamil | Nil | Excellent |

Expertise:

I have cultivated on my skill and experience in as a Tutor, Human Resources, Administration, Marketing and Secretarial with computer background.

Attitude:

Firm in communication, have the ability to communicate and work as well as maintain a good relationship with colleagues, very cheerful and easy to interact with.

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|------------------------------|----------|----------------|
| Possess Own Transport | : | YES |
| Availability | : | 2 WEEKS |
| Overtime | : | YES |