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| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | | | | | | | **NAME: DINISWARY D/O SAMBATHKUMAR** | | | | | | |  | | | | | | | **Contact Info** | | | | | |  | | **Address** | : | 79511,Lorong Pekaka,Kg.Dato Ahmad Said Tambahan 2,  30020,Ipoh,Perak | | | |  | | **Mobile No.** | : | 010-3923403 | | | |  | | **Email** | : | dinish\_20@hotmail.com |  | | |  | |  |  |  |  | | |  | | **Personal Particulars** | | | | | |  | | **Age** | : | 25 | **Date of Birth** | : | 9 February 1990 |  | | **Nationality** | : | Malaysia | **Gender** | : | Female |  | | **Marital Status** | : | Single | **IC No.** | : | 900209-08-5214 |  | | **Permanent Residence** | : | Malaysia |  | | |  | |  |  |  |  | | |  | | **Educational Background** | | | | | |  | | **Highest Education** | | | | | |  | | **Level** | : | Bachelor's Degree in Education | **CGPA** | : | 3.54 |  | | **Major** | : | Business Management (Education) | | | |  | | **Minor** | : | Economics (Education) | | | |  | | **Institute / University** | : | Sultan Idris Education University | | | |  | | **Located In** | : | Malaysia |  |  |  |  | | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | | | | | | | **Level** | : | Malaysia Higher School Certificate (STPM) | **CGPA** | : | 3.25 | | **Field of Study** | : | Arts Stream | | | | | **Institute / University** | : | SMK Anderson | | | | | **Located In** | : | Malaysia |  |  |  | | | | | | |  | | **Languages** | | | | | |  | | |  |  |  | | --- | --- | --- | |  | **Proficiency** (0=Poor - 10=Excellent) | | | **Language** | **Spoken** | **Written** | | Bahasa Malaysia | 9 | 9 | | English | 7 | 7 | | | | | | |  | |  | | | | | |  | | **Additional Info** | | | | | |  | | **Computer skills:**  **Proficiency :**  Advanced - Highly experienced  Intermediate - Familiar with all the basic functionalities  Beginner - Just started using or learning the skill   |  |  | | --- | --- | | **Skill** | **Proficiency** | | Microsoft Office 2010 | Beginner | | MS Windows | Beginner | | SPSS Version 20.0 | Beginner |   **Soft Skills**     1. Flexible and able to work effectively in a team or independently 2. Able to create a work environment that encourages achievement, recognition, responsibility, and advancement. 3. Comitted and motivated to get a job done. 4. Capable to perform under stress. Excellent time management skill where I do submit my task before or on due date. 5. Communication/Writing. Adapt quickly to different working cultures & capable of working with people regardless of sex or race. I can speak in English and Malay language.   **Preferred Work Style**: I would like to work in an organized environment, where I can be challenged to perform and be recognized for my performance. I would like to think that I am ambitious and realistic about my chances of completing a task successfully and contribute positively in company.  **Rewards and Achievement**   1. Dean List Semester 2 session 2010/2011 2. Dean List Semester 2 session 2011/2012 3. Dean List Semester 1 session 2012/2013 4. Dean List Semester 2 session 2012/2013 5. Dean List Semester 1 session 2013/2014 6. Finished MUET with Band 3 7. Involved in a Community Programs organized by colleges 8. Involved in Malaysian Book Of Record (Longest 1 Malaysia logo) organized by UPSI 9. Fasilitator and participants for Educational Technology Workshop organized by UPSI  Expected SalaryRM 1500 – RM1800Working Experience*Meru Valley Golf and Country Club, Ipoh* *(Dec 2009 - March 2010)* *Cashier in restaurant* Keep bank of money in the register drawer and confirm it at the beginning and the end of shiftPerform duties such as gathering payment for the goods, foods and beverages and giving out receiptsUpdate information for goods, foods and beverages pricesGathered money from the customers in the form of electronic money or cash for the purchased goods, foods and beveragesKept friendly environment and provided good [customer services](http://writenwrite.com/customer-service-cashier-resume-example.html)Managed as well as solves any customer queriesCounted the total payment of the goods, foods and beverages sold at the end of dayMade sure enough cash at the counter for the paying balance to the customers*Jelapang Kindergarten, Ipoh**(July 2011 - September 2011)* *English Language Teacher*Developed and implemented daily and unit lesson plans for children aged 4-6 years oldDaily classroom management, monitoring student behavior and individual student progress*SMK Jalan Tasek, Ipoh (internship /practicum for degree)**Trainee Teacher*   * *Developed and implemented daily and unit lesson plans for Form 4 student* * *Daily classroom management, monitoring student behaviour and individual student progress*  *Involve and conduct school activities**Kinderland Ipoh* *(Mei 2015 – Present)**Preschool Teacher**Developed and implemented daily and unit lesson plans for children aged 3-6 years old**Daily classroom management, monitoring student behavior and individual student progress*  |  |  |  | | --- | --- | --- | | **Willing to Travel** | : | Moderate (50% to 90%) | | **Willing to Relocate** | : | Will Consider | | **Possess Own Transport** | : | Yes | |  |  |  | |  |  |  | | | | | | |  | |  | | | | | |  | |