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| **RESUME**  **KHARTIK RAJ A/L SELVA RAJU**  IMG_20150521_100813  No 35,Persiaran Bercham Selatan 18,  Taman Desa Kencana,31400  Ipoh Perak Darul Ridzuan  Telephone No : 01126595946  E-mail Address : khartikselvam.selva@hotmail.com |
| **PERSONAL PARTICULARS** |
| Date of Birth  **:** 11th February 1995 Place of Birth : GH Hospital Ipoh,Perak  Marital Status : Single Nationality : Malaysian |
| **EDUCATION** |
| Jun 2013-Okt 2015 : Taj International College, Ipoh Perak Diploma In Human Resource  100-102 Jalan Tun Abdul Razak, Management  30100 Ipoh Perak,  Malaysia.      2008 – 2012 : SMK ST Michael Sijil Pelajaran Malaysia (SPM)  Jalan Dato Seenivasagam  30000 Ipoh Perak  Darul Ridzuan |
| **WORK EXPERIENCE** |
| July 2015 – December 2015 – Practical Training at Tenaga Nasional Berhad Ulu Kinta Ipoh,Perak Malaysia |
| **EXTRA CURRICULAR ACTIVITIES** |
| 2009 – 2013 - A member of ICA (Indian Student Association) College 2013  - Active member of school Badminton Club 2011-2012  - Class Organization Committee 2011-2012  - Participated in school Cross Country Run 2008-2011  - Participated in (Star-Nie,Mag Inc) Magazine 2011  - Treasure for school Karate-Do Club 2011  - Participated in Ipoh International Run 2009 |
| **SKILLS & STRENGTHS** |
| * Proficient in Microsoft Office Word, Power Point and Excel. * Fluent in written Bahasa Malaysia and English . * Fast learner * Independent and self- motivated * Can meet tight deadlines |
| **EXPERIENCE** |
| * Telefon Operator * Filing * Account update * Cashier * Writting letters |
| **REFERENCES** |
| Gopi Naidu A/L Appaman Fatimah Bt Sulaiman  Practical Unit/ Lecturer Senior Administrative Assistant/ Practical Unit  Taj International College, Ipoh Perak Tenaga Nasional Berhad Ulu Kinta  100-102 Jalan Tun Abdul Razak, Lot 43199, Wisma TNB Ulu Kinta, Jalan Besar  30100 Ipoh Perak, 31250 Tanjong Rambutan, Perak Darul Ridzuan  Malaysia. |
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