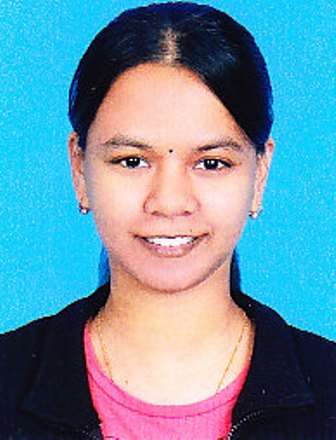
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**VITIASHINI ARUNASALAM**

**PERSONAL PARTICULARS**

Name : Vitiashini A/P Arunasalam

Address : No.80, Jalan Pengkalan Utama 13,

Taman Pengkalan Utama, 31650

Ipoh, Perak.

Tel  : (Home) 05-3236681 / (H/P) 014-9245121

E-Mail : vitiashini\_0721@yahoo.com

Age : 29

Marital Status : Single

**CAREER OBJECTIVES**

* To be advanced in the field of human resource management and related fields;
* To gain more knowledge and experiences from working environment; and
* To achieve better placing position in future.

**EDUCATION**

**September 2011- September 2015**

Level : Master Business Administration

University : University Tenaga Nasional Campus Putrajaya

Current CGPA : 3.63 /4.00

Graduation Date : August 2016

**June 2008- June 2011**

Level : Bachelor of Business Administration (Hons) in Human Resource

Management

University : University Tenaga Nasional Campus Sultan Haji Ahmad Shah

Muadzam Shah, Pahang

Current CGPA : 3.39 /4.00

Graduation Date : 15th October 2011

**June 2007- June 2008**

Level : Foundation in Business Administration

University : University Tenaga Nasional, Campus Sultan Haji Ahmad Shah

Muadzam Shah, Pahang

CGPA : 2.85

Level : SPM

Field of Study : Science Stream

Institution : Sekolah Menengah Kebangsaan Jalan Pasir Puteh Ipoh Perak

Located In : Perak, Malaysia

Result : 6 credit 5 passes

Year : 2004

**LANGUAGE ABILITIY**

|  |  |  |  |
| --- | --- | --- | --- |
| Language | English | Malay | Tamil |
| Writing | 9/10 | 10/10 | 3/10 |
| Speaking | 9/10 | 10/10 | 8/10 |

(0= Poor) (10=Excellent)

**SKILLS**

* Typing speed words per minute (WPM) - 45.
* Familiar with SPSS.
* Proficient in (Microsoft word, Microsoft excel, Microsoft PowerPoint).
* Organization and prioritization skills.
* Possesses strong attention to detail.
* Able to handle a high volume work load in a fast paced environment.

• Independent, responsible, hardworking, confident, self-motivated and fast learner

**EXTRA CURICULAR ACTIVITIES**

* Participated in Seminar Training and development (2010)
* AJK Seminar Gerak Usahawan Siswa- Uniten (2010)
* AJK Seminar Motivasi Cemerlang- Uniten (2010)
* AJK Symposium of Business Management- Uniten (2010)
* Participated in “Soft Skill Management Talk” (2009)
* Participated of Accounting Theory& Practices Symposium (One Whole Day Course) Uniten (2009)
* Participated in “International Competitions and Assessment for Schools English”(2006)
* Participated in “National Service Program” (2005)
* Secretary of Renjer Puteri SMK Jalan Pasir, Puteh (2004)
* AJK Form 5 Hoki Club SMK Jalan Pasir, Puteh (2004)
* Participated in “Festival National Month-45” (2004)
* Participated in “ Pertandingan Sudut Sejarah”(Minggu Akademik) (2003)
* Participated in “Kem Kepimpinan” Unit Bimbingan dan Kaunseling (2003)
* Participated in “Pertandingan Kawat kaki Renjer Puteri Sekolah”(2002)
* Participated in “Pertandingan Kawat kaki peringkat daerah Kinta 1” (2002)
* Participated in “Pertandingan Choral Speaking” (2001)
* School Prefect SMK Jalan Pasir, Puteh (2001)

**WORKING EXPERIENCES**

* **TKH Construction Sdn Bhd**  **November 2014 – Present**

**Human Resource & Admin Executive**

* Assist the manager in full spectrum of human resource management and related functions.
* Preparation of employment letter, transfer, promotion, warning letter.
* To undertake any other ad-hoc assignments relating to Hr & Admin as when assigned by the management.
* General documentation, filing and data entry and preparing internal memo.
* Provide secretarial support to the management.
* Liaise with all statutory government bodies
* Administer, maintain and update the records for all types of leaves of every employee’s.
* Maintain an effective filing system, i.e. traceability and easy accessibility.
* Dealing with defective work during the course of construction.
* **TKH Construction Sdn Bhd**  **November 2013 – November 2014**

**Site Clerk /Document Controller**

* Complete monthly progress report and submit to Site Agent.
* Coordinating and maintaining current records of drawings and consultant revision notices.
* Responsible for updating and keeping track of Construction Schedule.
* Assisting site management staff with numerous clerical duties.
* Making sure all timesheets (Site Staff and Laborers) are ready and faxed to payroll in a timely.
* Organizing site office, setting up binders and folders.
* Keeping track of Concrete summary and daily site report.
* Maintain records at the construction site in an orderly manner as directed by the Architect include copies of all correspondence concerning the project, contract documents, construction schedule, change orders, test results, permits, inspection reports, insurance policies, minutes or summaries of meetings, shop drawings, invoices, delivery order and any other applicable documentation.
* Using the form provided, maintain a log of all daily activities including daily progress, weather conditions, visitors, inspectors, sub-contractors on site, nature and location of work performed.
* Making sure office supply for an example stationary is available.
* Coordinate and supervise defect rectification works during defect liability period.
* **Tenaga Nasional Berhad** **September 2012 – September 2013**

**Management Trainee (Skim Latihan 1 Malaysia)**

**Talent Development Unit**

* Making a phone call towards the participation to confirm on their participation for Ahli-Ahli Himpunan Bakat Pusat.
* Key in the respondent survey result for the Focus Group Evaluation.
* Preparing the power point slide for Leadership Development Program and Prestigious Leadership Program as well as preparing the calendar for Leadership Development and Prestigious Program.
* Updating training record for Leadership Development Program in Talent Management Portal and annual calendar Talent Development Program (Monthly Schedules Updates).
* Preparing the attendance list of participants for Teh Tarik Session with Vice President(s).
* Updating Key Performance Indicator for the financial year 2012/2013.
* Preparing the budget for Global Leadership Program and Leadership Development Program.
* Updating the Job Attachments Program in Talent Management Unit.
* Preparing the statistics data for Leadership Development Program (Classroom/experiential learning/mentoring) for financial year 2010/2011, 2011/2012 and 2012/2013.
* Preparing a memo regarding on approval for Appointment for Training Modules Provider Leadership Development Program for Ahli-Ahli Himpunan Bakat Pusat for Financial Year 2013/2014.

**Lab Assistant for Occupational Safety and Health (OSH)**

* Being a lab assistant for 1 month for Occupational Safety and Health under Quantum Solutions Department.
* My responsibilities are note taking, preparing graphs and reports, typing a daily report for each activity they perform on a daily basis.

**Executive Sourcing Unit**

* Updating the trainees of Skim Latihan 1 Malaysia attendance record, allowances record and medical claim record.
* Replying the letters where the candidates send to us regarding their interest in working with TNB.
* Preparing the appointment memo and appendix for Customer Management, Project Development Executive and Chemist position.
* Preparing the summary report of all trainees Skim Latihan 1 Malaysia (TNB) from Group 1 until Group 3C.

**Manpower Planning Department**

* Checking the minutes meeting of the staffing planning achievement.
* Preparing the draft "circular letter" minutes meeting of the staffing planning achievement.
* Preparing power point slide for the HR functional structure and divisional HR functional structure.
* **University Tenaga Nasional Berhad December 2011 – September 2012**

**Clerk at Registrar Office**

* Key in the subject in Student Record System (SRS).
* Generating a timetable for College of Engineering.
* Making a class group for College of Engineering.
* Handling and assisting in the registration of the subject.
* Helping staff at Academic Counter Unit.
* Assisting and helping student in Academic Counter Unit.
* **Unisem (M) Bhd April 2011 – June 2011**

**Practical Training**

* Key in data and registration form of Kaizan for Support and Manufacturing Group. Information to collect : Registration no, Department, Operation, Title of Kaizen, Full name of team member, full name of advisor, categories, amount of reward and voucher number.
* Creating name list for Kaizen group.
* Creating certificates for Kaizen team member and team advisor.
* Uploading registration form from the entire department on intranet.
* Updating Kaizen Top Ten on notice board.
* Creating poster for Champion for Support Group and Manufacturing Group.
* Updating Poka Yoke improvement project in intranet.
* Preparing certificate for all participant who submitted valid Kaizen and all Poka Yoke
* Updating the TPM notice board by putting up the Line Visit pictures as well as the 5S focus of the week.

**AWARDS/ACHIEVEMENTS**

First Prize, NGO Marching Competition, Daerah Kinta Satu

**Dean List For**:

Semester 2, 2008/2009 [GPA 3.55]

Special Semester 2008/2009 [GPA 3.67]

Semester 2, 2009/2010 [GPA 3.50]

Special Semester 2009/2010 [GPA 3.67]

Semester 2, 2010/2011 [GPA 3.51]

**REFERENCES**

Ms.Rajeswari Devadas

Lecturer

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Ms. Liong Chin Shyan

PA/Secretary

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Selangor Darul Ehsan

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