



PRAVIN RAJ

BUSINESS MANAGEMENT

SUMMARY

Highly organized and able to multitask while maintaining a high level of professionalism and attention to detail. Currently seeking a job position that offers the opportunity to utilize and expand skills and knowledge and be able to serve employer with full of commitment.

PERSONAL INFORMATION

Name = Pravin Raj A/L Dhanasegaran
Phone = 014-9465194
Email = pravin1794@yahoo.com
Address = No 888 Persiaran Utama 2,
Kulim Utama, Hitech Park
09000, Kulim Kedah

Nationality = Malaysian
Status = Single
Language = Malay (Native), English (Fluent),
Tamil (Fluent)

SOFT SKILLS

Leadership	<div><div></div></div>	Good
Teamwork	<div><div></div></div>	Very Good
Problem - Solving	<div><div></div></div>	Good
Adaptability	<div><div></div></div>	Good
Communication	<div><div></div></div>	Good

WORK EXPERIENCE

DEBT COLLECTOR / RECOVERY OFFICER

Oct 2020 – Jan 2021

CC Yash & Partners

- Collect payment on overdue bills by informing customers of their debt and their various options for repayment.
- Locate and contact clients, primarily over the phone, in order to talk with them about their debts.
- Negotiate with customer payment plans and payment schedules that suit their current financial situation while still satisfying the debt.
- Prepare statements to be given to credit departments and banks when customers fail to meet their payment agreements or when no payment agreement can be made.

MATERIAL HANDLER

Jun 2020 – Aug 2020

Jabil

- Input material or raw materials into the industrial unit using scanner.
- Keep track the movement of materials from the store room to the machine and from one machine to the next machine or work station during the process of manufacture.
- Minimization of movement of semi-finished items during the production process.
- Planning movement of optimum necessary pieces in one unit.

RAMP SUPERVISOR/RAMP OFFICER

2017-2020

SATS LTD

- Loading and unloading aircraft baggage, guiding planes to and from their gates.
- Drive and operate ground equipment, such as tugs, cargo carts, service trucks and belt loader.
- Cargo loading and unloading from aircraft.

ENFORCEMENT OFFICER

2016-2017

RMKY LTD Enforcement(Singapore)

- Summon the illegal parking vehicle and control the traffic.
- Roaming and control the illegal parking base on time given and punctual.

TELEMARKETER AND CUSTOMER SERVICE

2015-2016

Redberry Call Center

- Representative to make a sale for RHB life and personal accident insurance
- Able to convince customer to buy the product
- Telemarketer have able to accept challenge
- Serve customer with polite and able to manipulate the customer.

EDUCATIONAL QUALIFICATION

DIPLOMA IN BUSINESS MANAGEMENT

Winfield International Collage

2012 - 2014

- CGPA: 3.24

SIJIL PELAJARAN MALAYSIA (SPM)

SMK Hitech Park

2007 - 2011

- Result: 1A 1B 3C 2E

ACHIEVEMENTS AND AWARDS

- **BEST EMPLOYMENT OF MONTH AWARD**

SATS LTD / 2019

- **AWARD FOR AIRSIDE SAFETY INDUCTION**

SATS LTD / 2017

- **BEST WORKER AWARD/AWARD TIME AND PUNCTUAL IN WORKING**

RAMKY LTD / 2016

INVOLVEMENTS AND ACHIEVEMENTS

- **CERTIFICATE OF PARTICIPANT IN POLICE CADET (PLATOON)**

SMK Taman Perwira / 2008

TECHNICAL SKILLS

Microsoft Office	<div><div></div></div> Upper Intermediate
Budget Planning	<div><div></div></div> Upper Intermediate
Social Media Platform	<div><div></div></div> Upper Intermediate
Gamification Techniques	<div><div></div></div> Intermediate

ADDITIONAL INFORMATION

Availability: Immediately

Willing to Relocate: Yes

Willing to Travel: Yes

Expected Salary: MYR 1,600 (Negotiable)

REFERENCES

■ Karuppiah | 017-5532321

*Warehouse Manager,
Jabil.*

■ Saravanan | +6598791056

*Duty Manager,
SATS LTD*