

# VENOLIA

## BALASUNDRAM



### MY PROFILE

23, Jln 5B/3, Seksyen 5  
43560 Bandar Baru Bangi  
Selangor, Malaysia  
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Venolia.1997@gmail.com  
Malaysian (970605-14-5964)

### ACADEMIC QUALIFICATIONS



Diploma in Information Tech.  
(Second Upper Class)

Title of Final Year Project:  
'SNV Cleaning Service System'



Bachelor of Computer  
Science (Database  
Management)

### INDUSTRY EXPERIENCES



March – June 2016

Intern Trainee (Diploma)  
Equipwell Marketing Sdn. Bhd.

- Assist engineer in web designing (HTML, CSS, Java Script & PHP).
- Handling the maintenance and back up the USB Accounting Software.
- Handling softcopy documentation of sales and production.

(I have significantly contributed to my self esteem, confidence, professional ethos and technical expertise, in computer science, particularly in programming and system development)



January – April 2015

Admin (Temporary)

Vesseltech Engineering Sdn. Bhd.

- Handling softcopy documentation of sales and production.
- Record daily purchase order record.

### CO-CURRICULAR ACTIVITIES

- Treasurer Environmental Society (MMU)
- Protocol Committee of Indian Futsal Tournament
- Committee in Pespo 3.0

### AWARDS & ACHIEVEMENTS



Dean List Award (MMU)

- Semester 1 (2017/18)
- Semester 1 (2016/17)
- Semester 2 (2016/17)
- Semester 1 (2015/16)



Participants FYP Competition

- Final Year Project Competition MMU (2017)

### SKILLS

- Microsoft (Office/Power Point/Excel/Outlook/Publisher)



- Adobe (Photoshop/Flash/Animate)



- Programming language (C/C++/Java/HTML/CSS/JavaScript)



- English:  
Speaking: ★★★★★★  
Writing: ★★★★★★

- Bahasa Melayu:  
Speaking: ★★★★★★  
Writing: ★★★★★★

- Mandarin:  
Speaking: ★★★★★  
Writing: ★★★★★

- Tamil:  
Speaking: ★★★★★★  
Writing: ★★★★★

### REFEREES



Ms. Erma Haryani  
(Assistant Lecturer)



Faculty of Computing  
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Selangor, Malaysia



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Ms. Nurasma' Shamsuddin  
(Lecturer)



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### SUMMARY

Ms. Venolia graduated from Multimedia University (Cyberjaya) with Diploma in Information Technology in 2018. She has industry experience as part-time and internship that help to develop soft skills such as leadership, communication, teamwork, adaptability, analytical, work ethic, interpersonal skills and time management. In addition, Ms. Venolia has presented her final year diploma research work at university level exhibition.