

Jayanthi Subramaniam

ADMINISTRATIVE ASSISTANT

Details

Ayer Itam, Penang

Malaysia

+601155503854

jayanthi03854@gmail.com

NATIONALITY

Malaysian

DATE / PLACE OF BIRTH

06/01/1989

Klang

Skills

Creativity

Microsoft Office Word

Leadership

Fast Learner

Microsoft PowerPoint

Adaptability

Communication Skills

Ability to Work in a Team

Microsoft Excel

Multitasking Skills

Microsoft Office

Dictation Skills

Editing and Proofreading Skills

Inventory Control Skills

Event Planning

Administrative Support Skills

Profile

Tech-savvy professional with the flexibility to work in both fast and slow-paced environments. Committed to offering superior administrative and clerical support, while serving as a dedicated assistant to office staff. Highly skilled Office Administrator with an impressive background specializing in administrative work and office support. Known for utilizing strong communication skills to communicate well with other staff members and employees.

Employment History

Administrative Assistant, Inti International University & College, Penang

OCTOBER 2016 – PRESENT

- Organized and managed multiple calendars, prioritizing and responding to emails and scheduling meetings
- Greeted and assisted visitors, providing a welcoming and professional environment
- Developed and implemented processes and procedures to streamline office operations
- Developed and implemented an office policy manual that standardized procedures and improved operational efficiency
- Created and distributed weekly operational updates to keep employees informed of changes and progress
- Prepared and submitted expense reports in a timely manner
- Provided administrative support to multiple departments, including scheduling, coordinating meetings and events, and taking minutes
- Created and implemented a system for tracking and monitoring project progress and milestones, resulting in timely completion of projects

Account Assistant, Jaya Catering, Penang

AUGUST 2014 – SEPTEMBER 2016

- Collaborated with other departments to resolve billing and invoicing issues
- Processed financial transactions and maintained accurate records, resulting in the successful completion of the company's annual audit
- Maintained an organized filing system for financial documents
- Generated weekly, monthly, and annual financial reports for management
- Handled accounts payable and accounts receivable, resulting in improved cash flow and reduced overdue payments
- Analyzed financial statements to identify potential areas of improvement and cost savings

Purchasing Assistant, Penang Gold Club, Penang

JANUARY 2003 – JULY 2014

- Analyzed market trends and competitive pricing to determine optimal purchasing strategies
- Generated reports for management that provided insights into customer purchasing behaviors and trends
- Developed a virtual reality experience that allowed customers to explore a product before purchasing
- Developed and implemented processes and procedures to streamline office operations

Scheduling Skills

Languages

English

Malay

Tamil

Malayam

Document Controller, LKT Plastic Technology Sdn Bhd, Penang

JANUARY 2000 – DECEMBER 2002

- Performed periodic document audits to ensure accuracy and compliance with company policies and industry standards
- Monitored document lifecycles to ensure documents were up-to-date and accurate
- Generated reports based on document control data to provide key insights to management
- Developed and monitored key performance indicators (KPIs) to track financial performance and identify areas for improvement
- Analyzed financial trends and prepared forecasts to inform strategic planning and decision-making

Clerk, Penang Sports Club, Penang

MARCH 1993 – DECEMBER 1999

- Compiled and organized data to generate reports, resulting in improved decision-making by management
- Processed and managed orders, ensuring accuracy and timeliness of delivery
- Performed data entry tasks to update customer information and internal databases
- Analyzed financial data and prepared monthly financial reports
- Organized and managed a large-scale event that was attended by over X people

Education

Diploma in Purchasing & Material Management, Malaysian Institute of Purchasing, Penang

JANUARY 2015 – JANUARY 2017

Courses

Second Level Typewriting, London Chamber of Commerce & Industry

Training on D'Club Accounting Information System, IFCA Consulting Group

Complaints Management Training, ECCI Consultancy Sdn. Bhd.

Training on ISO 9001:2015 Quality Management System, Max Gaya Sdn. Bhd.

References

Mr. Venod Reddy Velusamy from Inti International University & College
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Mr. Segaran from Penang Development Corporation
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