

# Eeswary Devi Peter

---

## CONTACT

Unit 4-6-A, Sri Intan  
Condominium 2,  
Jalan Trolak 7, Batu 4 1/2,  
Jalan Ipoh,  
51200, Kuala Lumpur, Malaysia.

**Email:** metea7299@yahoo.com

**Phone:** +016-916 7221

## PROFESSIONAL SUMMARY

Adaptable, high-energy professional who leads company through changes and challenges. Strategic problems solver who envisions smart solutions and executes all levels of the organizations. Hands-on leader who has extensive experience working across diverse industries and all levels. Skilled in meeting planning, marketing, data management and in multiple areas of technologies including MS Office, MS Word, MS Excel, MS Power Point, MS Outlook, Oracle, WLM & CRM.

## CORE COMPETENCIES

Executive Support ~ Logistics & Office Management ~ Recruiting, Screening & Hiring ~ Team Leadership ~ Organisation Communication ~ Conflict Resolution ~ Computer Literate ~ Trilingual (English, Malay, Tamil)

## CAREER HISTORY

### FrogAsia Sdn Bhd (YTL Company)

**May 2012 - Present**

Senior Executive for Human Resource / Admin / P.A to Executive Director

### HR Functions

- To assist in starting up of FrogAsia's Human Resource department
- Raising proactive issues with managers, identifying practical solutions to complex and diverse HR issues, and recommending appropriate action plans
- Briefing new managers on the policies and procedures of an organization in conjunction with development and learning team, providing coaching to managers on difficult and complex issues
- Manage employees safety, Medical Claims
- Collecting on going information regarding satisfaction of employee on salary packages and wage, working conditions
- Receiving employee complaints and acting accordingly to resolve them
- Leave Management ( online & manual)
- Assist HR HQ

### Administrative Functions

- Assisting with the scheduling of training sessions, and booking / notifying all relevant parties
- Taking responsibility for ensuring all training rooms / venues, equipment, catering arrangements, and other requirements are booked up or cancelled in advance
- Prepares reports, presentations, memorandums, proposals and correspondence to management
- Assigns jobs and duties to office staff as needed
- Monitors office operations
- Schedules appointments and meetings for executives and upper level staff
- Serves as the go-to for office inquiries and conflicts
- Manages staff schedules for training
- Tracks office supply inventory and approves supply orders
- Assists in the preparation of department budgets and expenses
- Supervises all administrative personnel
- Have worked for Frogasia's (Frog) Awareness Road Show through the whole of Malaysia.
- Performs all other related duties as and when required.

## **Service Source International (M) Sdn Bhd**

**July 2010 - May 2012**

Senior Sales Support Administrator (KL Office)

- Perform, develop and doing research of customer complex data analysis
- Develop awareness of issues and events affecting SSI data assets.
- Create quotation for distributors and customers.
- Handling emails and complaints

## **ExxonMobil Card Centre (Atos Origin Services)**

**Feb 2010 - July 2010**

Card & Customer Services Officer (Back Office)

- Handling Client Creation, Account Setup; Card Creations / Cancellation / Updates
- Administering and updating benefits and compensation packages.
- Customer service tasks

## **Brothers Base Center (M) Sdn Bhd**

**Jan 2003 - Jan 2010**

Human Resource & Admin Assistant

- Established relationship with hiring managers to stay abreast of current and future hiring
- Performed searches for qualified candidates (advertise, interview, screen etc)
- Leave management
- Office and administration filing
- Data entry report
- Correspondence (internal and external)

## **Union Switch Signal (M) Sdn Bhd - Railway construction company**

**Dec 2001 - Jan 2003**

Human Resource & Admin Assistant

- Keeping employees record & maintaining all personnel files
- Performed searches for qualified candidates (advertise, interview, screen etc)
- Handling employee relations, disciplinary & grievance matters/issues.
- Perform other related duties as and when required

## EDUCATION

### **Pursuing Bachelor in Human Resource Management (Completion: Jan 2014)**

**Jan 2009 - May 2014**

Open University Malaysia (Part-Time)

Major in :

- Organisational Behavioral
- Human Resource Development
- Cross Culture Management
- International Human Resource Management
- Hazard Management
- Professional Ethics
- Entrepreneurship
- Industrial Relations
- Compensation Management
- Planning, Recruitment and Selection of Human Resource
- Business Communication
- Principal in Microeconomics
- Employment and Industrial Law
- Career Planning and Development
- Financial Management
- Elementary Statistics
- Management Accounting
- Strategic Management
- Management Accounting
- Management in Information System
- Research Methodology

### **A- Level**

**April 1996 - June 1997**

Advance Tutotial Kemayan Centre (ATC Law College)

Foundation Course in

Law Paper 1

Constitutional Law

Business Law

### **Sijil Pelajaran Malaysia (SPM)**

**1989 - 1996**

SM (P) Jalan Ipoh, Kuala Lumpur.

## MEMBERSHIP

Member in MIHRM (Malaysia's Institute of Human Resource Management)

## REFERENCES

M. Jonathan Pereira, Account Manager,  
Service Source International (M) Sdn Bhd.  
Tel: 03 -2788 8000

Ms. Yamuna Zuzartee  
Senior Manager of Business Support  
Atos Origin Sdn Bhd  
Tel: 016-339 9255