



PREMA MANICKAM

P4B-03A-09, SRI RAYA APARTMENT, TAMAN SEPAKAT INDAH, 43000 KAJANG, SELANGOR

HP: 016 – 356 6658 / OFF: 603 – 8734 6313 / 603 – 8737 1022

e-mail: prema_rv@hotmail.com

Personal Particulars

Date of birth	:	24th August 1980
Age	:	33 years old
Gender	:	Female
NRIC No	:	800824-10-5418
Marital Status	:	Married
Religion	:	Hindu
Nationality	:	Malaysian

Education Background

Highest Education

Level	:	International Diploma in Computer Studies (NCC)
Grade	:	Pass
Institute / University	:	Tafe College Kuala Lumpur
Located In	:	Kuala Lumpur, Malaysia
Graduation Date	:	March 2001

Second Highest Education

Level	:	Associate Diploma in Business & Information Technology
Grade	:	Pass
Institute / University	:	Tafe College Kuala Lumpur
Located In	:	Kuala Lumpur, Malaysia
Completion Date	:	November 1999

Third Highest Education

Level	:	Sijil Pelajaran Malaysia (SPM)
Grade	:	1st Grade
Field of Study	:	Art's Student
Institute / University	:	Sekolah Menengah Kebangsaan Jalan Bukit
Located In	:	Kajang, Selangor
Completion Date	:	1998
Certification	:	Certificate in Computer Skills, Basic Internet & Computer Typing Skills
Institute / University	:	Data Computer Centre, Kajang
Located In	:	Kajang, Selangor
Completion Date	:	June 1999

Employment History

Company Name	:	Nilam Suci Sdn. Bhd.
Position Title	:	Admin cum Purchasing Assistant (Contract Basis)
Position Level	:	Non-Executive

Industry	:	Construction	
Monthly Salary	:	RM 1,000.00	
Date Joined	:	April 2001	Date Left :- Sept 2001
Work Description	:	Providing secretarial and administrative support to the department. Administer monthly payroll. Maintaining all department files and updating personnel records. Attending general administrative duties and maintenance of office equipment. Prepare Quotation and Purchase Order and Invoices. Typing letters and memorandums.	
Reason for Leaving	:	Temporary job.	

Company Name	:	Pasaraya HUGO, Kajang	
Position Title	:	Cashier (Part Time)	
Position Level	:	Non-Executive	
Industry	:	Supermarket	
Monthly Salary	:	RM 400.00	
Date Joined	:	February 2001	Date Left :- Jan 2002
Volunteering:	:	Winner of Cashier's competition.	

Company Name	:	Denshi Maruwa Industries (M) Sdn. Bhd.	
Position Title	:	Production Control Officer	
Position Level	:	Non-Executive	
Industry	:	Manufacturing	
Monthly Salary	:	RM 2,600.00	
Date Joined	:	January 2002 till to-date	
Work Description	:	Handling Shipping, Purchasing, Invoicing & MRP (Material Requirement Planning) Purchase Raw Material, Liasing with Customers & Suppliers (Local & Overseas). Prepare shipping schedule based on customer requirement. Control and follow up daily schedule of material purchased. Responsible to check the current direct material inventory level & weekly usage. Co-ordinate month end stock take implementation. Prepare shipping related documents and monthly inventory report. Prepare weekly & monthly sales forecast and sales report. Prepare ISO Vendor Evaluation. Monitoring Customer Satisfaction Report Form.	
Volunteering:	:	Committee member and participated in Denshi Maruwa's Annual Dinner & Dance during 12 th & 13 th year Anniversary - Year 2005 & 2006.	

Skills and Capabilities

<u>Computer Skills</u>		<u>Proficiency</u>
Microsoft Office 2000	: Word, Excel, Power Point and Lotus	Intermediate
	: Access & Front Page	Beginner
Microsoft Visual Basic 6.0 - Ms. Access		Beginner
Developing Web Page with Ms Front Page		Beginner
Knowledge in SAP Business One System		

Language

<u>Language</u>		<u>Spoken</u>	<u>Written</u>
English	:	Good	Good
Malay Language	:	Good	Good
Tamil Language	:	Good	Good

Training

<u>Course Title</u>	<u>Course Venue</u>	<u>Date</u>
Self Realization	Nasa Hotel, Johore Bahru	22/04/2005 ~ 24/04/2005
Manufacturing, Material Planning & Control	Cititel Hotel, Midvalley, K.L	14/09/2005 & 15/09/2005
Production Planning, Forecasting, Scheduling & Control	Dorsett Regency Hotel, K.L.	20/09/2005 & 21/09/2005

Additional Information

Career Objective

To excel in the field of manufacturing, scheduling and production planning in a fast paced and forward-thinking company.

Major Strengths

Easy to work with, fast learner. Able to work independantly with minimum supervision.

Meticulous in work full of initiative, leadership, willing to learn new things.

- Results driven mindset & aggressive with high personal and career goals.
- Excellent interpersonal skills with people from all levels of corporate management.
- Excellent presentation and public speaking skills.
- Possess lots of initiative and self motivation with a highly objective.

If and when employed by the company:

Willing to travel	:	Yes
Willing to Relocate	:	No
Posses Own Transport	:	Yes
Expected Monthly Salary	:	RM 3,200.00
Availability	:	After notice period 2 weeks

References

Name	:	Ms. Ivy Wong
Telephone No	:	012-208 8435 (H/P) / 03-8734 6313 (O)
Email	:	bckseba@pc.jaring.my
Relationship	:	Former supervisor

Name	:	Ms. Fadilah
Telephone No	:	016-997 4678 (H/P) / 03-8734 6313 (O)
Email	:	dilla@denshi-maruwa.com
Position	:	Production Control Dept. Officer
Company	:	Denshi Maruwa Industries (M) Sdn Bhd
Relationship	:	Superior