

RESUME

PERSONAL PARTICULARS

Name : SANGERI VASANTHA KUMAR
Address : Blk B2, 05-08
Impian Senibong, Jln Persiaran Senibong,
81750 Johor
Nationality : Malaysian
Tel:
H/P : +65 91869447 / +6014 9808271
E-Mail : sangerivk@outlook.com

ACADEMIC ADVANCEMENT

Part-Time Studies:

Level : Bachelors Degree
Field of Studies : Commerce
Major : Human Resource Management
Name of Institution : Murdoch University
Location : Kaplan Higher Education Institute Pte. Ltd. Singapore
Expected Completion: January, 2014

ACADEMIC QUALIFICATION

Highest education:

Level : Bachelors Degree (HONS)
Field of Studies : Social Science
Major : Psychology
Name of Institution : University Tunku Abdul Rahman
Location : Petaling Jaya, Selengor, Malaysia
Graduation date : August, 2010

Second highest education:

Level : Foundation
Field of Studies : Arts
Major : Social Science
Name of Institution : University Tunku Abdul Rahman
Location : Petaling Jaya, Selengor, Malaysia
Graduation date : December, 2007

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CURRENT EMPLOYEMENT STATUS

Year	: September, 2010
Organization	: Cyclelect Electrical Engineering Pte. Ltd. Singapore
Designation	: Site Administrative
Job Description	<ul style="list-style-type: none">- To assist Project Manager with on going project documentations, tenders and any other necessary documentations- Vendor management – to manage all the vendors on the material procurement and deliveries- Supporting procurement activities for multiple high value / risk products and services supporting the engineering industry- Liaise with various levels of people in regarding purchasing materials- Actively involved in negotiation of materials from suppliers- Manages petty cash and staff time sheet for payroll- Prepare and records minutes of Project Progress and Coordination meeting- Assist Document Controller on updating Project Received and Sent Documentations- Attend meetings and maintains proper documentations of Health, Safety, Environment and Community at Project Site- Maintain proper documentation of Purchase Orders, Delivery Orders, Claims and any other important documentation aligns with ISO- To ensure documentations are well maintained as described in Company ISO
Current Project	<ul style="list-style-type: none">- Construction of 60MGD Waterworks at Lower Seletar by Sembawang Engineers (2011 to current)- Singapore Sports Hub Zone 2 (February, 2013 to December, 2013)
Previous Projects	<ul style="list-style-type: none">- JLT Exxonmobil Expansion Work by Simon Carves (2010 – 2011)- Upgrading works of Senoko Waste to Energy Plant by Keppel Seghers (2011)- ConocoPhilips Modification Project by Simon Carvers (2011)

OBJECTIVE

To obtain a position that will enable me to enhance my ability in field of Industrial and Organizational Psychology and able to utilize all the knowledge and skills learn by contributing to the success of the organization by improving the performance and well-being of the employees.

SKILLS

- ❖ Good organizational skills with ability to handle multiple tasks
- ❖ Excellent communication and social skills
- ❖ Capable to work in a team as a team player
- ❖ Able to adapt to new environment easily and a fast learner
- ❖ Proficient to work independently with minimum supervision

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COMPUTER SKILLS

Microsoft Office: -

Words : Excellent
Power Point : Excellent
Excel : Excellent

COMMUNICATION SKILLS

Spoken : English, Malay & Tamil
Written : English, Malay

PERSONAL STRENGTH

- ❖ Helpful And Courteous
- ❖ Self Motivated and Determined
- ❖ Success Oriented and Natural Leader
- ❖ Responsible And Trustable
- ❖ Self - Disciplined
- ❖ Patient And A Fast Learner
- ❖ Enthusiastic and committed to excellence in my work
- ❖ Professionally Groomed

PREFERENCE

Availability : 1 month notice period
Last Withdrawn Salary : SGD 1,700.00
Expected Salary : RM 3,000.00 (Negotiable)

REFERENCE

Reference #1

Name : Mr. Kumar
Designation : Deputy Manager
Institute/ Company : Cyclelect Electrical Engineering Pte. Ltd.
Contact Number : +65 9150 0083

Reference #2

Name : Mr. Varadharaj
Designation : Assistant Project Manager
Institute/ Company : Cyclelect Electrical Engineering Pte. Ltd.
Contact Number : +65 8127 8019