



RESUME

NISHA A/P VIJEYAKUMARAN

13-06, Blok Cemara 1
Kwarters Hospital Permai
Jalan Persiaran Kempas
81200, Johor Bahru
TEL. NO: 014-6109513
EMAIL:nishavijeyakumaran@gmail.com

PERSONAL PARTICULARS

Age : 25 Years Old
I/C : 890112016144

Marital status : Single
Nationality : Malaysian

OBJECTIVE

I'm a dedicated worker looking for opportunity to deliver my theoretical knowledge and at the same time to acquire practical knowledge and exposure. Furthermore, by joining your respected company I'm sure to gain a wide and continuous experience, and to possess matured interpersonal skills, as well as to develop conducive environment for workers and the community. Simultaneously, it will be a great opportunity for me to learn the challenging positions in a growth-oriented organization which offers diverse job responsibility

EDUCATION BACKGROUND

2009-2012	Bachelor Of Business Administration majoring in Human Resource , UKM (CGPA –2.94 on 4.0 scale)
2007-2008	Sijil Pelaran Tinggi Malaysia (STPM), Maktab Sultan Abu Bakar (EC), JB (CGPA – 3.42 on 4.0 scale)
2006	Sijil Pelajaran Malaysia, SMK Sultanah Engku Tun Aminah , Johor Bahru(5As 3Bs 2Cs)

CO-CURRICULAR ACTIVITIES

University

- ☐ Exco of Bureau of Internalization and Student External Affair, Ibu Zain College,UKM (2010/2011)
- ☐ Deputy Treasurer,Perwakilan Agama Hindu, (2010/2011)
- ☐ Facilitator of Minggu Mesra Pelajar UKM (2010)

School

- ☐ Duty Mistress of St John Ambulance Malaysia (2007/2008)
- ☐ Librarian of English College Johor Bahru (2008)
- ☐ Completed national service (2009)

WORK EXPERIENCES

1. APAC Recruitment Coordinator – Kerry Group Business & Services (ASPAC) Sdn. Bhd.(Dec 2013 –March 2014)

- Responsible in recruiting activities for all managerial, executive and non-executive level roles for Asia Pacific region including liaising with Recruitment Agencies,
- Coordinating the interview session, send interview invites to both hiring leaders and candidates, schedule phone interviews and onsite face to face interviews,
- Work with administrator for interview room booking, flight and accommodation arrangement,
- Preparing monthly report to ensure the accuracy of open requisition in recruitment system tallies with open requisition report, perform additional responsibilities as assigned etc.

2. Human Resource and Operation Assistant – Superceed Sdn Bhd (Sept 2012- Oct 2013)

- Manage daily operation of business and task related to admin, hr , sales and telemarketing
- Handle recruitment, training and employee relation for new staff

3. Intern: Admin and Sales Coordinator at Superceed Sdn Bhd (Feb 2012-May 2012)

- Involved in managing task related to admin and sales coordinating with clients (To respond quickly and efficiently to all in-coming sales inquiries by fax, telephone and emails

4. Enumerator (Part –time basis) : Merdeka Centre for Opinion Research, Bandar Baru Bangi (May 2011- Dec 2011)

- Assigned to survey randomly on selected household on their opinions about overall politics, social and economics in Malaysia.

5. **Data Entry : Citibank, CitySquare JB : (April 2009 –June 2009)**

- Key in customer information and links the customers signature based on programmed software.

6. **Liason Officer : Advanced Maintenance Precision Management :AMPM –CIQ, Kastam JB : Dec 2008 –Feb 2009**

- Establish and facilitate communications between different community group and government.

SKILLS

- Fluent in spoken and written : English, Bahasa Malaysia, Tamil. Able to understand Mandarin
- Excellent interpersonal skills and the ability to communicate effectively with all level of employees within our organization (verbally and written)
- Have experience in HR aspect(recruitment, training and manage employee relation)
- Experienced in telesurvey, telesales and telemarketing.(One of the team leader for Tender2U ePerolehan project under Sennego)
- Ability to handle multiple task simultaneously and work independently with others to support strong team development
- Technical Skills: Good working knowledge of MS Office (Words, Excel, PowerPoint Etc), Windows Movie Maker.Internet Explorer and Lotus Note

MISSCELLANEOUS

- Expected Salary: RM 2600 (negotiable)
- Willing to travel

REFERENCES

1. Ms Wendy Wong Regional Recruitment and Workforce Planning Manager, Kerry Group Business and Services ASPAC Sdn Bhd + 6592205313	2. Mr Jeffrey Tan Chief Executive Officer Superceed Sdn Bhd,Garden South Tower, Midvalley 012- 3392933
---	--

