

**KUMARAN s/o RAJENDRAN**

**Rumbia 83, Taman Daya,**

**81100 Johor Bahru, Johor.**

Date: 30<sup>th</sup> June 2011

To whom it may concern

Dear Sir/ Madam,

**Re: APPLICATION FOR JOB ATTACHMENT**

Referring to the above, I am a student at National University of Malaysia (UKM), currently pursuing my Bachelor of Business Administration (Human Resource). I would like apply for the Human Resource or Business Admin position at your well established company. I hope that I'll be given an opportunity to gain an experience and exposure in handling all works related to my degree to enhance my understanding in this field.

I've been described as a hardworking, responsible person, helpful and friendly. I can communicate well with others and have the willingness to improve myself. Enclosed are my curriculum vitae for your further information of my qualifications and skills.

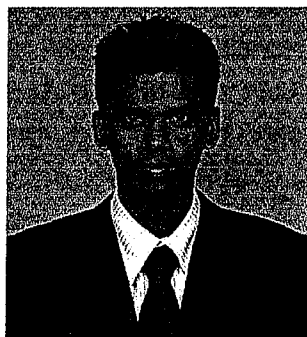
I would appreciate if I could attend an interview at your convenience. You may reach me at my mobile no. 014-6122886 or email me at [maran\\_st@yahoo.com](mailto:maran_st@yahoo.com). Your kind attention and consideration is highly appreciated.

Thank you and best regards.

Yours faithfully,

**(Kumaran s/o Rajendran)**

## CURRICULUM VITAE



**OBJECTIVE:** To gain practical knowledge and experience by applying the strategic models and theories learnt in Varsity.

### PERSONAL PARTICULARS

<b>Age</b>	: 23 years	<b>Date of Birth</b>	: 06 <sup>th</sup> June 1988
<b>Nationality</b>	: Malaysian	<b>Gender</b>	: Male
<b>Marital Status</b>	: Single	<b>NRIC No</b>	: 880606-23-5727
<b>Place of birth</b>	: Johor Bahru	<b>Religion</b>	: Hindu

### CONTACT INFO

**Permanent Address:**

No 32, Jln Rumbia 83,  
Taman Daya,  
81100 Johor Bahru,  
Johor, Malaysia.

**Mobile No.** : +6014-6122886

**E-mail** : *maran\_st@yahoo.com*

## EDUCATIONAL BACKGROUND

- 2008- 2011 National University of Malaysia(UKM) Bachelor Degree of Business Administration  
Bangi, Selangor CPGA 2.86  
\* will be graduated on 2011
- 2006 – 2008 SMK Taman Daya, Johor Bahru, Form 6  
Johor CGPA 3.50
- 2001 – 2005 SMK Taman Daya, Johor Bahru, Sijil Pelajaran Malaysia(2005)  
Johor

## EXTRA-CURRICULAR ACTIVITIES

- EXCO of 'Majlis Eksekutif Pelajar (Biro Sukan)09/10' Kolej Antarabangsa Ibu Zain
- Gold medal in Taekwando and sprinting
- President of Indian Community Club, Kolej Antarabangsa Ibu Zain ,UKM in 2009
- Director of 'Pesta Koalam 09', Kolej Antarabangsa Ibu Zain, UKM
- Director of 'Pengurusan Sumber Manusia Seminar' for Economics and Business Faculty,UKM
- EXCO of social activities for Ethnic Integration and Unity Department, UKM
- Facilitator of 'New Foreigner Students 2010' UKM
- Facilitator of "Minggu Mesra Mahasiswa" 2009/2010, Kolej Ibu Zain, UKM
- Assistant Director of 'Malam Irama Penyayang' charity concert 2009/2010,UKM
- EXCO of social activities for Kelab Pelajar Tahun Satu(KPTS),Economics and Business Faculty, UKM

## LANGUAGE

Language	Spoken	Written
1. English	Good	Good
2. Malay	Good	Good
3. Tamil	Good	Fair

## SKILLS/STRENGTHS

- Good knowledge in Word Processing (Microsoft Office), Power Point and Excel.
- Credit in UBS examination.
- Strong analytical skills with problem solving capabilities.
- Good presentation and resourceful skills.
- Just end my **Internship** in Prudential about 4 months.
- I have learned different kind of skills during my Internship.

## PERSONAL TRAITS

- A hardworking, active and disciplined individual.
- Responsible and able to work independently.
- Enthusiastic about learning new concepts for the improvement of work qualities.

## REFERENCE

1. Name : En. Anuar Ahmad  
Telephone No : 012-6030881  
Position : Lecture  
Email : [anuar.ahmad69@yahoo.com](mailto:anuar.ahmad69@yahoo.com)

2. Name : Pn. Nor Liza Abdullah  
Office No : 03-89215743  
Position : Lecture  
Email : [iza@ukm.my](mailto:iza@ukm.my)