

**YUWARANI A/P MANICKAM
@ SHAMINI**



Permanent address: **C-2-9, Block C,
Golden Villa Apartment,
Jalan Temenggong 37/KS7,
41000 Klang,
Selangor Darul Ehsan.**

Contact No: **016-411 1820 / 018-222 4849**

E-mail: **shamini_2202@yahoo.com**

BIODATA

NRIC No	: 870902-43-5142	Date of Birth	: 2 September 1987
Gender	: Female	Age	: 26
Race	: Indian	Nationality	: Malaysian
Religion	: Hindu	Marital Status	: Single

Language Spoken : **English – Bahasa Melayu – Tamil**
Language Written : **English – Bahasa Melayu**

EDUCATION BACKGROUND

College	:	University of East London (UK) (<i>Will be completed on May 2014</i>) (Collaboration with Olympia College)
Studies	:	Bachelor of Arts (Hons) in Business Management
College	:	Universiti Teknologi Malaysia 2010
Studies	:	Diploma in Office & Administration Management
Completed	:	Form 5 @ SMK Sri Andalas, Klang, Selangor D.E.
Obtained	:	Sijil Pelajaran Malaysia [SPM] 2004
Completed	:	From 3 @ SMK (P) Bukit Kuda, Klang, Selangor D.E.
Obtained	:	Penilaian Menengah Rendah [PMR] 2002

COMPUTER KNOWLEDGE

- (i). Microsoft Office 2000 - 2013 Word
- (ii). Microsoft Office 2000 - 2013 Excel
- (iii). Microsoft Office 2003 - 2013 PowerPoint
- (iv). Microsoft Office 2003 Publisher
- (v). UBS Version 9.1

WORKING EXPERIENCE

- **SRK Methodist Port Klang**
Part time computer teacher
Sep 2004 to Mar 2005
Salary RM 500.00

- Planning and preparing lessons for the students by weekly basis
- Teaching according to their educational needs
- Monitor and marking the exam papers
- Assessing, recording and reporting on the development, progress and attainment of the students
- Competence in Microsoft word, power point and excel

Reason leaving: Concentrate on SPM

- **Syarikat Kejuruteraan Genisan Sdn Bhd**
Temporary General Clerk
Apr 2006 to Nov 2006
Salary RM 700.00

- Type letters which drafted by the director or manager
- Data key in to computer
- Filling office documents
- Prepare bills, statements, official receipts, cheques or which ever documents related
- Answer telephone and conveys messages to director or manager
- Stamp, sorts and distribute mails
- Operate photocopy and fax machine

Reason leaving: To further studies at Mantin, Negeri Sembilan

- **GK Accountancy and Management Services**
Accounts and Admin Clerk
Jun 2007 to Feb 2008
Salary RM 750.00

- Answer telephone and conveys messages to director or manager
- Type letters which drafted by the director
- Prepare bills, statements, official receipts, cheques or which ever documents related
- Operate fax and photocopy machine
- Stamp, sorts and distribute mails
- Filling office documents
- Basic account such as book keeping, general ledger, trial balance, profit and loss and bank reconciliation
- Date entry in excel format

Reason leaving: Due to financial constrain, was planning to continue part time studies

- **Konsultant Proses Sdn Bhd**
Admin and Accounts Assistance
Feb 2008 to Presently

Salary RM 1,600.00 + Allowance RM 200.00 + Overtime

- Meet and greet clients and visitors
- Answering phone calls
- Filing documents
- Operate fax machine, photocopy, typewriter, cheque writer and etc
- Create and modify documents using Microsoft Office
- Clerical works such as photocopying, faxing, mailing and filing
- Float when the secretaries are on leave or emergency
- Process and handle Twin Acres Sdn Bhd's staff monthly payroll such as checking employee application form, punch card, leave record, advance form, attendance checklist, distribute pay slip
- Basic accounts for three different companies
 - Twin Acres Sdn Bhd (Palm Oil Estate)
 - RSB Equity (Property)
 - Pantai Dalam Management (Flat)
- Archive hard copy and maintain electronic filing system
- Process and prepare invoices and cheques for payment due
- Maintain daily transaction and ensure that the bank reconciliations are complete and balance on monthly basis
- Research and survey on purchasing of office furniture and stationary
- Maintain records for office parking and distribution of office keys, pen drive and office excess cards
- Setup and coordinate meetings and conferences
- Maintain office equipment and PC inventory
- Support staff in assigned project based work
- Handle and process refreshment, stationary, overtime request, office maintenance & service request and act accordingly

Promoted as Administrative Executive and ISO Document Controller

Salary adjusted: RM 2,100.00 + Allowance RM 200.00 + Overtime

- Receive, record, sort and distribute incoming correspondence including memos, letters, faxes and emails
- File and retrieve corporate documents, as built drawing and records
- Response to routine enquiries
- Travel arrangements such flight booking and accommodation when directors are out station or overseas
- Prepare, compile and distribute minutes of meeting to the relevant party
- Compile data and prepare papers for consideration and presentation by directors, managers or executives
- Supervise and train other clerical staff
- Assist director of Process Engineering in day to day administrative function
- Type project and non-project letters
- Oversee the departments tender preparation and tender calling
- Evaluate tenderers pricing and report when required
- Prepare tenderers interview report and evaluation when required
- To act as ISO coordinator in setting up the administration system Forms, Quality Document Presentation and Recording System to meet ISO 9001:2008 requirement

- Coordinate with QMR in the implementation of a quality management standard such as ISO 9001:2008
- Assist and suggest QMR in developing training plan for management and staff
- Arrange ISO training for new staff
- Update the forms and job descriptions
- Prepare and assist in internal and external audit
- Monitor the process of ISO implementation in office
- Trains new employees on documentation system

Duties carry forward

- Setup and coordinate meetings and conferences
- Handle and process refreshment, stationary, overtime request, office maintenance & service request and act accordingly

Reason leaving: To seek better advancement, opportunities and exposure

- **Specom Engineering Sdn Bhd**
Admin Executive and Document Controller
Oct 2011 to Presently
Salary RM 2,600.00 + Overtime

- Implement document control processes and tools
- Control documentation produced internally and externally.
- Maintain and accurately update information in the electronic document management system.
- Ensure that all documentation, drawings and specifications are up to date and at the correct revision.
- Filing documents
- Operate fax machine, photocopy, typewriter, and etc
- Create and modify documents or forms using Microsoft Office
- Clerical works such as photocopying, faxing, mailing and filing
- Archive hard copy and maintain electronic filing system
- Research and survey on purchasing of office furniture and stationary
- Handle and process refreshment, stationary, overtime request, office maintenance & service request and act accordingly
- File and retrieve corporate documents
- Prepare, compile and distribute minutes of meeting to the relevant party
- Compile data and prepare papers for consideration and presentation by directors, managers or executives
- Assist director of Process Engineering in day to day administrative function
- Type project and non-project letters
- Oversee the departments tender preparation and tender calling
- To act as ISO coordinator in setting up the administration system Forms, Quality Document Presentation and Recording System to meet ISO 9001:2008 requirement
- Coordinate with QMR in the implementation of a quality management standard such as ISO 9001:2008
- Assist and suggest QMR in developing training plan for management and staff
- Update the forms and job descriptions
- Prepare and assist in internal and external audit
- Monitor the process of ISO implementation in office
- Setup and coordinate meetings and conferences

- Handle and process refreshment, stationary, overtime request, office maintenance & service request and act accordingly

- **Comintel Sdn Bhd**

Executive Corporate Administrator cum ISO Document Controller

February 2012 to Presently

Salary RM 2,900.00 + RM150.00 Phone Allowance + Overtime Allowance

- Assisting Business Development Director
- Implement document control processes and tools
- Control documentation produced internally and externally.
- Maintain and accurately update information in the electronic document management system.
- Ensure that all documentation, drawings and specifications are up to date and at the correct revision.
- Operate fax machine, photocopy, typewriter, and etc
- Create and modify documents or forms using Microsoft Office
- Clerical works such as photocopying, faxing, mailing and filing
- Archive hard copy and maintain electronic filing system
- Research and survey on purchasing of office furniture and stationary
- Handle and process refreshment, stationary, overtime request, office maintenance & service request and act accordingly
- File and retrieve corporate documents
- Prepare, compile and distribute minutes of meeting to the relevant party
- Compile data and prepare papers for consideration and presentation by directors, managers or executives
- Type project and non-project letters
- Oversee the departments tender preparation and tender calling
- Setup and coordinate meetings/conferences and agenda's for meeting
- Record minutes and prepare Minutes of Meeting
- Provide administrative support for business assist in general office administrative duties responsible
- Ensure timely and accurate completion of assigned work other tasks and/or assignment as and when required by management
- Provide general administrative and coordination support liaise with other department and customers/vendors
- Data records updating and effective filing-retrieval system documentations, correspondence, reports and other related documents
- Coordinate administrative works with other departments and some accounting and purchasing need to do occasionally
- Proper filing of all general documents and records
- Distribute circulars to relevant personnel within the company
- Ad-hoc work assigned by the management from time to time handle day to day office administration works
- Research and assist with the preparation of motions, policies and procedures

ISO Document Controller

- To act as ISO coordinator in setting up the administration system Forms, Quality Document Presentation and Recording System to meet ISO 9001:2008 requirement
- Coordinate with QMR in the implementation of a quality management standard such as ISO 9001:2008
- Assist and suggest QMR in developing training plan for management and staff

- Update the forms and job descriptions
- Prepare and assist in internal and external audit
- Monitor the process of ISO implementation in office
- To coach the respective committee members for effective implementation.
- To manage all documents issuance, distribution, approval, review, updated, changes on, current revision and obsolete documents
- To ensure all records are arranged in a systematic way, easy access & retrieval, retention and disposal are in compliance to ISO Quality Management System

Reason leaving: To obtain a challenging position in the company, seek better career advancement, opportunities and exposure.

REFERENCE

Datuk Ir. G. Ramakrishnan

Managing Director

Konsultant Proses Sdn Bhd

No. 44, Jalan SS15/4D,

47500 Subang Jaya.

H/P: 019-322 3079

Mr. Panchanathan K. Kandiah

Director

Twin Acres Sdn Bhd

No. 46, Jalan SS15/4D,

47500 Subang Jaya.

H/P: 012-217 6652

Expected Salary : RM 3,500.00 (neg)

Availability : 3 months notice

Resume Summary and little bit about me:

I have been working for past 10 years in many areas such as Receptionist, Clerical Staff, Administration, Secretarial, Accounting (basic), Human Resource, Marketing, ISO Management & Document Control and many more, I'm also easy-going on new application and software. I prefer a job which is challenging and requires Intelligence thinking. I love to learn new job and explore new things.



I am willing to learn as long someone willing to teach and I am willing to
teach as long someone willing to learn ~ Shamini

