

Jaya Sutha D/O Ganesan Murthi
No.3.3A/10- Bukit OUG Condominium
58200, Kuala Lumpur

RE: APPLICATION FOR THE POST OF SITE ADMIN / SENIOR SECRETARY

It gives me pleasure to submit my application for the post above mentioned.

I wish to build up my career in this new management. The reason I'm applying is to upgrade my skill and performance and become an experienced, initiative, commitment, responsibility and efficient staff.

My enthusiasm, diligence and keep interest in area I join coupled with my ability to work well individually or within team oriented situation are traits which I believe would be benefit to any employer.

I sincerely believe that I can meet your requirements and the opportunity for a personal interview at your convenient is highly appreciated. I attach herewith my resume together for your perusal and considerations.

Yours truly,

(Jaya Sutha D/O Ganesan Murthi)

Enclosed: Resume and Qualification



CAREER OBJECTIVE

To optimize resources utilization, to innovate concepts, to redefine strategies, to enliven work environment, thereby maximizing progress in every possible realm of growth.

PERSONAL PARTICULARS

Name	:	Jaya Sutha a/p Ganesan Murthi
Current Add	:	No.3.3A/10- Bukit OUG Condominium, 58200, Kuala Lumpur
Date of Birth	:	23 October 1974
Age	:	39 Yrs
Sex / Marital	:	Divorced / Female
Identity Card No	:	741023-05-5024
Passport No	:	A26821632
Race / Religion	:	Indian / Hindu
Nationality	:	Malaysian
Mobile	:	+6012 256 1892
Email Address	:	sutha_2310@yahoo.com
Expected Salary	:	RM5500.00 / Negotiable
Period Of Notice	:	1 month

LANGUAGES KNOWN

- ☞ Proficient in English and Bahasa Malaysia
- ☞ Simple Dialect such as **Tamil and Mandarin**

PERSONAL ATTRIBUTES

- ☞ Ability in working within a team or in-group oriented projects
- ☞ Function in harmony with people of all background
- ☞ Determination, leadership and dedication to see through the completion of tasks efficiently
- ☞ Enthusiastic, diligent and keen learner
- ☞ Proactive working attitude self motivated as well as able to work with other as a team
- ☞ Committed, respectful, hardworking, flexible, honest, trustworthy, sincere and friendly
- ☞ Demonstrate sound work ethics
- ☞ Possess good communications skills and able to communicate with interact all levels of personnel

ACADEMIC CREDENTIALS

School / Higher Institution

Education Obtained

Year

1. Pursuing studies in Open University for Bachelor Human Resources Management

2. Diploma in Business Studies LCCI

Budi Institute

1995

3. Informatics (M) Sdn Bhd
Bachang, Melaka.

Certificate on Computers
Studies

1991

COMPUTER LITERACY

- Microsoft Office 2008
- Window XP
- UBS Software
- Lotus
- CMS Software
- PAF Software
- Oracle Software
- SAP Software

EXPERIENCE HISTORY

PROJECT #1

(Roxar Flow Measurement / Emerson Process Management – Jln Ampang, KL)

Designation : ADMINISTRATOR

Duration : 4 months Contract (10th March 2014 ~09th July 2014)

Monthly Salary RM 4000.00

Job Profile – Administrator

Administration

- ☞ Managing incoming calls
- ☞ Dealing with external out source, courier/postage and etc.
- ☞ Managing office maintenance
- ☞ Managing outgoing and incoming communications
- ☞ Handle AMEX, VISA application for Managers
- ☞ Hotel and airport transfer arrangement
- ☞ Manage corporate mobile
- ☞ Prepare reports, presentations, memorandum, proposals and correspondence as Vice President request

Procurement

- ☞ Custodian of Procurement policy
- ☞ PO issuance
- ☞ Expeditor of DDQ (Due Diligence Questionnaire approval process)
- ☞ Handling external invoices to tie up with approved PO

IT

- ☞ Manager server room access / troubleshooter for server/internet connection
- ☞ Back up tape collector
- ☞ Manage access card for internal and external
- ☞ Manage quantitation and purchases of IT equipment

Secretarial

- ☞ Custodian for statutory documents
- ☞ Liaising with company secretary / corporate treasury for CP&P procedures

PA

- ☞ Provide office support services in order to ensure efficiency and effectiveness within the band office
- ☞ Prepare presentations and provide administrative services to Vice President, Sales Director and Finance Director

- ☞ Screening all incoming calls, properly taking messages and making outgoing call. To keep a directory of frequently contact numbers for telephone and faxes in an index book
- ☞ Arrangement of incoming or outgoing date, duration flexibility of manpower to assign to the sites in Malaysia and Oversea.
- ☞ Arrange and organize event for company
- ☞ Arrange and forecast vehicle for staff use at site and assign vehicle to Head of department as per project guide line and lease agreement with car rental company
- ☞ Participate in the establishment of key performance indicators and monitoring for continues improvement
- ☞ To assist VP in overseeing all operation to comply with Safety, Health and Environment and other regulatory requirements.
- ☞ Share information and communicate feedback to assist in corrective action plans and to set the direction for improvement activities.

PROJECT #2

ALSTOM POWER SERVICES (1X1000MW COAL FIRED POWER PLANT (T4))

Designation : SITE ADMINISTRATOR/PROJECT SITE SECRETARY

Duration : August 2012 till To February 2014

Monthly Salary RM 7500.00

Job Profile – Site Administrator

- ☞ Assist office staff in maintaining files and databases
- ☞ Prepare reports, presentations, memorandum, proposals and correspondence as per Site Manager instructions
- ☞ Schedules appointments and meetings for executives and upper level staff
- ☞ Arrange and forecast accommodation for staff / new comer and tenancy agreement
- ☞ Arrange and forecast vehicle for staff use at site and assign vehicle to Head of department as per project guide line and lease agreement with car rental company
- ☞ Monitors site office operations, office safety, facilities, maintenance and IT and services
- ☞ Manage staff travel plan on air ticket internal and domestic, hotel accommodation and transportation on any business trip or home leave
- ☞ Assist in the preparation of department budgets, petty cash, staff expanses claim, fixed asset and mobile allocation
- ☞ Arrange expatriate driving license to be converted to Malaysian driving license
- ☞ Employment verification to embassy
- ☞ Arrange and organize event for company as per Site Manager instruction

- ☞ Update site organization chart
- ☞ Directly manage the site office cleaning contract within boundaries set by Site Manager
- ☞ Tracks office supply inventory and approve supply orders
- ☞ Arrange international schooling for staff's children
- ☞ Manage site office layout and renovation
- ☞ Assigns jobs and duties to office staff as needed
- ☞ Serves as the go to office inquires and conflicts

Job Profile –Project Site Secretary

- ☞ Support CSD in daily office work.
- ☞ Provides assistance to all Alstom Site Staff.
- ☞ Develop, maintain daily site mailing, correspondence system and provide weekly report to Site Manager on the correspondence.
- ☞ Ensure the Alstom site staff have the Administrative facilities and resources to function effectively/maintains office stationery.
- ☞ Organize meetings as requested by Alstom Site Manager
- ☞ Organization of Corporate functions and events as requested by the CSD.

PROJECT #3

RM LEOPAD SDN BHD

Duration : 16th August 2010 till To 13th August 2012

Designation : GROUP HSES Executive Secretary / HR Executive

Monthly Salary RM 1550.00

Job Profile – Group HSES Executive Secretary

- ☞ Handle daily secretarial duties such as handling correspondence, monitoring weekly and daily reports for all branches, manage documentations, preparing claims, clearing out going document.
- ☞ Manage all documentation for filing, storage and disposal.
- ☞ Coordinate traveling arrangement for air tickets, transportation, hotel accommodation and telephone check-ins.
- ☞ Screening all incoming calls, properly taking messages and making outgoing call. To keep a directory of frequently contact numbers for telephone and faxes in an index book.
- ☞ Prepare Submission/Approval outstation form, expenses and traveling claims and annual leave forms.
- ☞ Plan, schedule and confirm appointments, meeting, visits, courses, conference, etc. Update Department Manager's calendar (manual/electronic).

- ☞ Responsible to update the data of manpower and man-hours for all branches.
- ☞ Arrangement of incoming or outgoing date, duration flexibility of manpower to assign to the sites in Malaysia and Oversea.
- ☞ Sorting and supply data of manpower and man-hours on monthly basis to Department manager
- ☞ Prepare Monthly Statistics Report.
- ☞ Responsible on any event on Department.
- ☞ Assist Branch Manager on preparing Staff (KPI) Key performance Indicator.
- ☞ Assist Group HSE Manager on Management Steering Committee Monthly
- ☞ Involve in Hazard Identification Risk Assessment Determining Control

Job Profile - HR Executive

- ☞ Analyze, plan, manage recruitment programs and the hiring process to ensure that HR service provided meets the needs of company's business.
- ☞ Ensure compensation and benefits are in line with Company policies and updated Government Regulations.
- ☞ Control Payroll Calculation, compulsory Insurances and other HR reports as required by authorities.
- ☞ Coordinate with HR in Head Office to conduct annual employee performance appraisal.
- ☞ Follow procedures related to Expatriates working of company: visa, passport, work permits, medical expenses
- ☞ Maintain discipline for the southern factory as well as create motivation for all employees.
- ☞ Supervise HR team, solve employee conflicts and improve HR administration; develop strong relationships with HO and effective communication between Company & employees.
- ☞ Understand the local employment laws.
- ☞ Maintain, update and expand the company policies,

PROJECT #4

Petronas Penapisan Melaka / Malaysian Refinery Company

Duration : 2010 Feb till 2010 August

Designation : HSES Technical Assistant

Job Type : Contract Basis

Monthly Salary RM 4750.00

Job Profile

- ☞ Maintain Manpower loading for Consultant and Contractors
- ☞ Prepare Statistic report for Project Management Meeting
- ☞ Update / maintain HSE Training, management audit and weekly report
- ☞ Maintain / update Permit To Work Registration, initial near miss log summary
- ☞ Consolidating Weekly and Monthly PPE stock report
- ☞ Maintain /update HSE Calendar Event
- ☞ Consolidating ACS card record for staff and contractor
- ☞ Prepare monthly HSES report to consultant
- ☞ Prepare and update daily Tier 1 audit analysis by weekly and monthly
- ☞ Prepare Weekly highlight for HSE Manager
- ☞ Prepare and compile weekly summary records based on Behavioural safety & PTW BS cards for PSR2 revamp project
- ☞ Compile HSE weekly / monthly report data for all main contractors on weekly/ monthly basis
- ☞ Compile all supervisor checklist and produce report weekly and monthly report
- ☞ Compile Safety officers report and submit to HSES Manager
- ☞ Compile and produce report on Management Audit Finding by client
- ☞ Responsible on Job Safety Analysis / JOB Method Statement documentation record for all contractors
- ☞ Contractors night duty notification receiving and inform the relevant area manager's or superintendents.
- ☞ Arrange "Camera Permits" and "In-plant Vehicle Permits" for all contractors
- ☞ PSR2 Revamp "**HSE BULLETIN**" Production Team
- ☞ PSR2 Revamp Toolbox Committee Member- any occasion on PPMSB will involve
- ☞ Update Headcount Lists for Evacuation Plan
- ☞ Prepare Minutes of Meeting (MOM) / weekly basis
- ☞ Prepare correspondence, if needed
- ☞ Filling and update the systems of documentation
- ☞ Coordinate, arrange and involve in programs, function and meetings
- ☞ Assist HSES Engineer on HSE Steering Committee Monthly meeting records

PROJECT #5

Foster Wheeler Energy Limited (Revamp Project)

Duration : 2008 Feb till 2010 Feb (End of Contract / Turnaround)

Designation : Liaison Officer / HSE & Construction Administrator

Job Type : Contract Basis

Monthly Salary RM 3250.00

Job Profile –Planning

- ☞ Man-hours collection and update for Revamp Project Clients, Consultant & Contractor
- ☞ Update at manhours to PP(M)SB HSE department for refinery
- ☞ Weekly CMS on progress report on the civil/mechanical input for contractors
- ☞ Update CMS manhours to all contractors
- ☞ Export CMS to excel and prepare reports to all Area Managers.
- ☞ Isometric-drawing printing
- ☞ Labours Histogram

Job Profile – HSE/Construction Administrator

- ☞ Prepare weekly/Monthly HSE & Man-hours statistics report to client & consultant
- ☞ Prepare and update Monthly HSE Date Input to client & consultant
- ☞ Prepare and compile weekly summary records based on Behavioural safety & PTW BS cards for PSR2 revamp project
- ☞ Compile HSE weekly report data for all main contractors and present weekly basis to client & consultant
- ☞ Liaise with contractors on HSE documentation or via email upon HSE manager instruction
- ☞ Compile all supervisor checklist and produce report weekly and monthly report
- ☞ Compile Safety officers report and submit to FW HSES Manager
- ☞ Compile and produce report on Management Audit Finding by client
- ☞ Compile and prepare weekly/ monthly report for Permit to Work audit by all contractors.
- ☞ Responsible on Job Safety Analysis / JOB Method Statement documentation record for all contractors
- ☞ Contractors night duty notification receiving and inform the relevant area manager's or superintendents.
- ☞ Coordinate with client & consultant HSE trainer and arrange with contractors on training :-
- ☞ Prepare the contractors training forecast & training summary on weekly basis.
- ☞ Prepare certificate for attendees
- ☞ Attend HSE Weekly Meeting / Note minutes if secretary not available.
- ☞ Arrange "Camera Permits" and "In-plant Vehicle Permits" for all contractors
- ☞ PSR2 Revamp "**HSE BULLETIN**" Production Team
- ☞ PSR2 Revamp Toolbox Committee Member- any occasion on PPMSB will involve
- ☞ Set a system to update of FW staff attended safety trainings (record purpose)
- ☞ Update Headcount Lists for Evacuation Plan
- ☞ Prepare Minutes of Meeting (MOM) / weekly basis if HSE assistant not available
- ☞ Prepare correspondence, if needed
- ☞ Responsible to update the safety cards at wall folders (staff information cards, behavioural safety, PTW observation)
- ☞ Update Accident & Incident tracking list for project

- ☞ Check on First Aid Boxes at PSR2 Revamp site office / weekly basis assist HSE assistant
- ☞ Filling and update the systems of documentation
- ☞ Coordinate, arrange and involve in programs, function and meetings if HSE asst not available
- ☞ Responsible to take care PPE store if Store Keeper is not available
- ☞ Flange Management Training arranged by Alex Tan (MRC commissioning Team) for Temporary only
- ☞ Assist client HSE Executive on HSE Steering Committee Monthly meeting records
- ☞ Update all HSE procedure from all contractors
- ☞ Update minutes on FW/MRC Weekly Construction Meeting
- ☞ Any jobs given by Constructions Area Manager's / Construction Director
- ☞ Minute down the meeting minutes for Scaffolding Meeting.
- ☞ Assist on getting professional visa for vendors from overseas.
- ☞ Complete documentation on arrival such as schedule on travel, passport copy and relevant copies upon submission to Immigration
- ☞ Arrange Niosh , Safety Induction, Confined Space and Firewatcher training for vendors/contractors
- ☞ Solve ACS cards problem for contractors at PPMSB (Petronas Penapisan Melaka)

PROJECT #6

Lurgi Malaysia (MG-3 I Project)

Duration : 2006 Sept till 2008 Jan (End of Project)

Designation : Warehouse Material Document Control Officer

Job Type : Contract Basis

Monthly Salary RM 2900.00

Job Profile

- ☞ Report to Warehouse Material Manager
- ☞ Prepare Material Release Inspection Report (MRIR), Checking Material List, Packing list.
- ☞ Submit Documentation to Document Control Unit.
- ☞ Update access on the items, piping tracking and spool checking.
- ☞ Update Inspection Release Note, material's specification and Material Test Certificate.
- ☞ Coordinate with material controller on receiving and issuing items
- ☞ Job tasks more to documentation.

PROJECT #7

Tauplene Industries (Plastic/Fabric Manufacturer)

Duration : 2005 Sept till 2006 Aug

Designation : Admin/HR Assistant

Job Profile

- ☞ Monthly and weekly report for production outputs
- ☞ Prepare action report for customers for any customer complaints
- ☞ Assists Prod. Exec in recording daily yarn usage and bobbin produce
- ☞ Check daily attendance and overtime and record in attendance book.
- ☞ Count salary for 105 employees every 15th of each
- ☞ Claim Socso for employee internal or external accident
- ☞ Keep record on petty Cash for company
- ☞ Bring foreign workers for Fomema medical check up and any immigrations issues.
- ☞ For Store issues, need to update stock card and keep track of incoming and outgoing items
- ☞ Prepare monthly stock report and 3 month's once stock balance with price coding.
- ☞ Prepare Delivery order for delivery items
- ☞ Co-ordinate with salesman / Customer on their order's referring to Purchase order
- ☞ Book external lorry for delivery.
- ☞ Prepare monthly delivery report and issue invoices every end of the month.
- ☞ Record on company's yarn wastage selling record.

PROJECT #8

Multimedia University Malaysia leading University

Duration : 1994 Apr till 2005 Aug

Designation : Admin /Payroll Officer

Monthly Salary RM 2000.00

Job Profile

- ☞ Joined as a Personal Assistant to HR Director
- ☞ Keep track of director's appointment diary
- ☞ After 6 months was given a higher task in **Benefits and Services Unit**
- ☞ In-charge for staff payroll for 1250 employee by using ORACLE system
- ☞ Safety Committee Treasurer – Cyberjaya Campus
- ☞ Koperasi Committee AJK – Cyberjaya Campus
- ☞ HRM Committee Secretary for Cyberjaya and Melaka Campus
- ☞ Maintain staff personal file record including the expatriates
- ☞ Arrange staff transportation internal and external
- ☞ Maintain vehicle

- ☞ Update / Maintain staff annual leave and Medical Leave
- ☞ Prepare medical card to new staff
- ☞ Confirm the bills from panel clinic and send to Finance for payment
- ☞ Prepare medical Guarantee Letter
- ☞ Confirm all deduction before payroll
- ☞ Retirement declare to income tax, Epf, Socso and if expatriates need to declare with permit officer in Kastam
- ☞ Prepare staff appraisal, increment and bonus as per head of department
- ☞ Prepare transfer letter for staff as per Directors instruction

PROJECT #9

Gateway 2000 (PC Manufacturer)

Duration : 1992 Jan till 1994 Feb

Designation : Document Control Assistant/Clerk

Monthly Salary RM 1050.00

Job Profile

- ☞ Monthly and weekly report for outputs
- ☞ Prepare action report for customers for any customer complaints
- ☞ Assist Manager in his Quality Assurance issues
- ☞ Assist Manager in Conference call with our customer from Japan and Australia
- ☞ Document Control for ISO 9002 / Filling
- ☞ Maintain all documents and drawings for the whole factory.
- ☞ Manual, work instructions and procedures need to be change if needed
- ☞ Vice Chairman for Internal Audit
- ☞ Safety Committee Secretary
- ☞ Prepare Corrective Action Report for production
- ☞ Prepare internal Audit summary

Training and Certificates

- ❖ Certificate on Malaysian National Day – 31 August 1999, 2000 and 2001
 - Given By Malacca Chief Minister
- ❖ Certificate on Emergency Help – 10 June 1999 till & 7 Feb 2001
 - Given By Malaysian Red Crescent Society
- ❖ Training On Time Management– Multimedia University

- ❖ Training on Effective Management – Multimedia University
- ❖ Training on Self Awareness– Multimedia University
- ❖ Training on EPF 2001– Multimedia University
- ❖ Training on Income Tax 1999 till 2001 – Multimedia University
- ❖ Training on staff benefits – Multimedia University
- ❖ Training on How to Manage Boss – Multimedia University
- ❖ Training on Policies – Multimedia University
- ❖ Training on Behavioural Safety – Petronas Penapisan Melaka
- ❖ Training in First Aiders - Petronas Penapisan Melaka / Foster Wheeler Energy Limited
- ❖ Training on HSE Awareness - Petronas Penapisan Melaka / Foster Wheeler Energy Limited
- ❖ Training on Working on Height - Petronas Penapisan Melaka / Foster Wheeler Energy Limited
- ❖ Certificate of Attendance on Turnaround Engagement Session - Petronas Penapisan Melaka
- ❖ Certificate in Occupational, Safety and Health Act 1994 - NIOSH
- ❖ Certificate in Integrated ISO 9001:2008 & OHSAS 18001:2007 Internal Auditing - SIRIM
- ❖ Certificate in What is Leadership – Leopad Group.
- ❖ Certificate in Office Ergonomics – Leopad Group.
- ❖ Certificate in Hazard Identification Risk Assessment Determining Control – SIRIM
- ❖ Training in First Aiders – Alstom Power Services

Reference:

Name	: Sara Elizabeth Tucker
Position	: Project Control Manager
Company	: Foster Wheeler E&C Sdn. Bhd.
Telephone	: 016-6047187
Email	: SaraTucker@fwuk.com
Name	: Ahmad Hussien Aliuddin
Position	: HSES Manager
Company	: Petronas Penapisan Melaka
Telephone	: 012-6825165
Email	: ahmadhussein_aliuddin@petronas.com.my
Name	: R. Magendran
Position	: Group SHE Manager
Company	: RM Leopad
Telephone	: 012-9211390
Email	: magen@leopad.com
Name	: Aaron P Hardigon

Position	: Boiler Site Manager
Company	: Alstom Power Services
Telephone	: 012-2758065
Email	: aaron@power.alstom.com

Name	: Nicholas Woon
Position	: Regional Finance Manager
Company	: Emerson Process Management
Telephone	: +603 2177 4450
Email	: Nicholas.Woon@Emerson.com