Jayanthi Velayutham

A-02-06 Amadesa Condominium

Jalan 5/125, Desa Petaling

57100 Kuala Lumpur

Mobile No. : 016-2813479

## Objective

*Seeking a position as a Secretary in a company or professional firm with challenging work environment*

**Summary**

Proficient in multiple computer applications with fast and accurate typing skills of 60wpm. Excellent organizational and planning skills utilized in providing full secretarial support to senior management.

## Work Experience

#### Secretary to Managing Director

#### Gulf Asia Oils and Fats Sdn Bhd –Palm Oil Trading Company

#### August 2013 till 25 October 2013

* Provided Administrative Support to MD (Expatriate - Yemen nationality) on both business as well as personal matters.
* Maintained MD’s calendar – schedule meetings and travel arrangements.
* Drafted official correspondence for MD’s signature.
* Handled of MD’s personal banking accounts.
* Maintained records, confidential files and specific reports.

#### Confidential Secretary to 3 partners

#### Mazars, Kuala Lumpur - Chartered Accounting Firm

#### August 2011 till August 2013

* Secretarial support for 3 partners including maintaining Partner’s calendars and arranging meetings for up to 20 participants ;
* Handled audit partner's license renewal documentation and application as well as firm registration with Authority Bodies such as Audit Overboard Board (AOB), Labuan Offshore Financial Authority, Public Company Accounting Oversight Board (PCAOB), MIA subscription yearly fee renewals, MIA yearly return, etc.;
* Responsible in enrolling firm in Chambers and Financial Institution, eg. Membership enrollment of British Chambers of Commerce etc ;
* Prepared regional internal newsletters in powerpoint on updates of latest development in KL office as well as proposals and presentations.
* Arranged domestic and international travel arrangements and prepared travel expense reports ;
* Participated in planning and coordinating tax seminars and tax conferences eg. Organized tax conference which was attended by 250 clients and non-clients held at Intercontinental Hotel in year 2011 ;
* Set up domestic and international conference calls for participants of both local and international;
* Acted as Liaison between France, regional office (Singapore) and KL office on all Administrative matters ;
* Designed and maintained database for mailing list and client contacts ;

**Project Secretary for Miri Sewerage Project (On Contract-Basis)**

#### Engineering and Environmental Consultants Sdn Bhd (EEC), Kuala Lumpur

#### September 2008 till July 2011

* Prepared and compiled 60 sets of Engineering Consultancy Reports to send to client using Microsoft word, excel and powerpoint on quarterly basis.
* Scanned and compiled Engineering Reports and documents using pdf writer (basic).
* Made travel arrangements and hotel bookings.

**Department Administrator, assigned to three Heads of Domain in the Department**

#### Asia Pacific IT Services, Cyberjaya

#### February 2008 to June 2008

* Provided and handled Administrative duties for the department.

**Confidential Secretary to a Partner, an Executive Director and two Senior Managers**

#### PricewaterhouseCoopers, Kuala Lumpur

#### July 1997 to January 2008

* Accountable for Partner’s and Executive Director’s (ED) diaries; managed to ensure all activities were captured and coordinated.
* Assisted in planning and coordinated regional conferences or meetings involving senior management of regional or Asia Pacific country offices.
* Monitored and managed drivers’ activities and movements to ensure the required pick-up and drop-off as per the Partner’s diary.
* Maintained confidential files and reports on sensitive subjects such as layoffs, salaries, and potential acquisitions.
* Tracked Partner’s debtor’s list, followed-up with managers/ consultants-in-charge and kept them informed of the status of outstanding bills ensuring the payment dates were in line with corporate deadlines.

**Private Secretary to General Manager**

#### Rashid Hussain Berhad, Kuala Lumpur

#### 1994 to 1997

* Provided secretarial duties and other administration support to the GM as well as the department.

**Secretary to Director**

Zaidun-Leeng Sdn Bhd, Kuala Lumpur - Engineering Consultancy Firm

1992 to 1994

|  |  |  |
| --- | --- | --- |
| **Skills** | **Rate** | **Years** |
| Microsoft Word | 8 | 18 |
| Powerpoint | 7 | 6 |
| Excel | 6 | 6 |
| Outlook | 7 | 6 |
| Lotus Notes | 6 | 10 |

**Languages**

|  |  |  |
| --- | --- | --- |
| **Language** | **Spoken** | **Written** |
| English | 9 | 8 |
| Bahasa Malaysia | 8 | 5 |
| Tamil | 9 | 4 |

**Other details**

* Excellent ability to work under minimal supervision and prioritize work.
* Possess Own Transport : Yes
* Availability : Anytime
* Expected Salary : RM4,100.00 (negotiable)

**Education Background**

Year 2000 - 2001

**Diploma in Executive Secretarial (DES)**

Regent School of Academic (Stamford College Group), Kuala Lumpur

Year 1991 - 1992

**Private Secretarial Certificate Diploma (PSC)**

Rima College, Kuala Lumpur