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| --- | --- | --- | --- | --- | --- |
| |  | | --- | | C:\Users\User\Desktop\image (3).jpeg | | Expected Salary: | | **RM 2,500** | | **Kogila Subramaniam** Project Consultant at Chambers Translation Sdn Bhd | |
| (+60) 0137641036 | jeetha\_j@yahoo.com | 25 years old | Skudai, Johor | |
| Experience | 6 years |
| Current | Project Consultant  Chambers Translation Sdn Bhd |
| Education | TMC ACADEMY Grad Diploma, Business/ Management (2012) |
| Nationality | Malaysia |
| PR | Malaysia |

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| **Experience** | | |
| Nov 2012 - Present (1 year 4 months ) | **Project Consultant** Chambers Translation Sdn Bhd | Johor, Malaysia | |
|  | Monthly Salary | MYR 2,200 |
|  | 1) Doing Marketing via email, Brochures, fax and mails. 2) Assist customer on translation, transcription, and interpretation jobs and provide quotation for the required services. 3) Proofread translations for BM, English & Tamil documents. 4) Allocate the documents to the related field translators to translate. 5) Manage translators resume, fees & delivery deadline. | |
|  |  |  |
| Mar 2011 - Present (3 years ) | **Marketing Assistant** IM Safety Consultancy | |
|  | Monthly Salary | SGD 1,450 |
|  | RESPONSIBILITIES  1)Perform good customer service to our clients. 2)Responsible to arrange clients appointments with company management. 3)Promote our service through email,fax,EDM and web advertisement. 4)Make cold calling(telemarketing)to find new clients. 5)Answer inbound and outbound calls. 6)Prepare related paperwork. 7)Assist sales manager. | |
|  |  |  |
| Jan 2008 - Jan 2011 (3 years ) | **Shift Leader** Dairy Farm Singapore-Seven Eleven | |
|  | Monthly Salary | SGD 1,300 |
|  | RESPONSIBILITIES  1)Prepare daily paperwork.  2)Handle sales money and banking. 3)Lead the team with plan the schedule. 4)Guide the newcomers. 5)Perform good customer service while handle customer's complaints.  6)Responsible to do ordering in b2b system and keep direct contact with suppliers regarding receiving and return of the goods. 7)Responsible to do marketing for new and promotion items. 8)Prepare the promotion changes in order to attract customers. | |
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| **Education** | | |
| 2012 | **TMC ACADEMY** Advanced/Higher/Graduate Diploma in Business Studies/Administration/Management | Singapore | |
|  | Major | internatinal business |
|  | Grade | On-going |
|  |  |  |
| **Languages** | | |
| *Proficiency level: 0 - Poor, 10 - Excellent* | | |
| Language | Spoken Written Relevant Certificates | |
| Tamil | 10 10 - | |
| English | 9 9 - | |
| Bahasa Malaysia | 9 9 - | |
|  |  |  |
| **Additional Info** | | |
| Expected Salary | SGD 1,700 | |
| Preferred Work Location | Anywhere in Singapore | |
|  |  |  |
| **About Me** | | |
| Gender | Female | |
| Telephone Number | (+60) -93437065 | |
| Address | No 12,jln Perubatan 41 Tmn Universiti., 81300, Skudai, Johor, Malaysia | |
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