**Ranugah d/o V.Narayanasamy Naidu** 

**Objective**

A challenging, highly motivating and rewarding career

Personal Details

Address : 34, Lintang Setaka

Taman Chi Liung

41200 Klang

Handphone No : 012-3079455

E-mail Add : r[anugah@gmail.com](mailto:anugah@gmail.com)

D.O.B : 26TH June 1969

Age : 44

NRIC No : 690626-10-5324

Gender : Female

Marital Status : Married

Religion : Hindu

Work Experience

**At present :**

**From March 2008**

**Administrator**

**Beaconhouse , Klang**

**Job Scope : Attending to Enquiries**

**Aliasing with both local and expatriate families**

**Reception and customer service**

**Invoicing/collections of payments/banking**

**Weekly/Monthly reporting to HQ**

**Inventory**

**MYOB Accounting**

**Coordinating Events**

**Petty Cash Management**

**Liaising with suppliers/marketing**

**July 1994 – Feb 2008**

**Administrator.**

**Jint Traders, Sungai Kandis, Klang**

**Job Scope : Cash Sales**

**Invoicing**

**Customer Service/Enquiries**

**Banking**

**Petty Cash Management**

**Inventory**

**April 1992 – Dec 1992**

**Software Trainer ( Contract Basis)**

**Seri Sankhya Systems, Bangsar, Kuala Lumpur**

**Job Scope : Software Training (group/individual)**

**Prepare exam sheets**

**Programming**

**Aug 1990-Mar 1992**

**Secretarial Assistant**

**MK Secretarial Services, Brickfields, Kuala Lumpur**

**Job Scope : ROC Matters/Documents**

**Secretarial Duties**

**Reception/Enquiries**

**Jan 1989 –Aug 1990**

**Clerk**

**Mentakab Agency(M) Sdn Bhd, Bangsar, K.L**

**Job Scope: Invoicing/Receipts**

**Petty Cash Management**

**Inventory**

Educational & Professional Qualifications

INTERNATIONAL DIPLOMA IN COMPUTER STUDIES, NATIONAL COMPUTING CENTER, UK

STPM (equivalent to ‘A’ Levels)

SPM

Strengths/Skills

Sound knowledge in using Microsoft Windows Operating System

Microsoft Office – Excel, Word, Power Point

Customized Computer System

MYOB Accounting

Excellent interpersonal skills with people from all levels and management.

A team player, pro active and able to complete any tasks given within the stipulated time frame.

Ability to analyze and make decisions independently.

Mature, friendly and reliable.

Extensive leadership skills in managing staff and office.

Willing to learn new skills and take new challenges in order to succeed and upgrade myself.

Languages

Spoken Languages : Excellent English, Bahasa Melayu, Tamil

Written Languages : Excellent English & Bahasa Melayu

Activities

EVENT COORDINATOR FOR CHARITY FOOD & FUN FARE

COORDINATOR FOR YOUTH LEADERSHIP PROGRAM

VOLUNTEER FOR ANNUAL BLOOD DONATION CAMPAIGN

Expected Monthly Salary : negotiable

References

1. Mrs Indra Jayabal

Director - 603-33712432

Jint Traders

Sg Kandis, Klang

1. Ms Selvarani - 016-2603012

Curriculum Coordinator

Beaconhouse, Klang

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