



GHAYATTREENA D/O DEVADAS
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KEDAH DARULAMAN, MALAYSIA.

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OVERVIEW

An energetic new graduate with 3 years' experience in account administration in a healthcare company. Seeking a challenging career with a progressive organization that provides an opportunity to capitalize my knowledge, skills & abilities.

PERSONAL PARTICULARS

Age	: 26
Date of Birth	: 21 December 1990
Nationality	: Malaysian
Marital Status	: Single
Identity Card	: 901221-02-5884
Gender	: Female
Race	: Indian
Interest	: Computers, Traveling, and Reading
Language Spoken	: Proficient in English, Malay, Tamil and Telugu
Language Written	: Proficient in English and Malay

ACADEMIC QUALIFICATION

Bachelor of Banking and Finance

Wawasan Open University (Penang, Malaysia) (January 2012- December 2015)

WORK EXPERIENCE

1. Bayan Medic Clinic Sdn.Bhd

Duration : Mar 2008 – November 2011

Position : Accounts Assistant

Responsibilities:

- Managing inventory of assets and supplies, sourcing for suppliers (vendors) and submitting invoices.
- Performs cash handling and petty cash.
- Performed clerical and administrative support (coordinate work flow and provide training for new employee)
- Preparing business correspondence, typically using Microsoft Office (Word, Excel, PowerPoint, Access, and Outlook).

Key Accomplishments :

- ✓ Implemented, communicated and enforced compliance and loss control process.
- ✓ Established communication training.

2. Citigroup Transaction Services Malaysia

Duration : 19 Dec 2016 – 17 Mar 2017 (Under Adecco Contract for 3 Months)

Position : Officer (Audit Confirmation Team)

Responsibilities:

- Working as audit confirmation team which serve client from Singapore.
- Audit Confirmation is the process of obtaining and evaluating the information provided by Clients and prepares an Audit Confirmation Report.
- Managing back end processor which process Bank Confirmation for auditors.
- Generate bank statements, ensure all documents and audit related inquiries presented by clients are presented, accurate and complete
- To process audit confirmation, typically using Flexcube, Report on Demand (ROD), Citibanker.com, Signature Verification System (SVS), and STaRs system application.

COLLEGIATE AND COMMUNITY EXPERIENCE

- School Prefect.
- Vice President of English Language Society.
- Committee member of Science and Mathematics Society.
- Committee member of Red Crescent Society.
- Committee member of Pandu Puteri.
- Participated in Pertandingan Media Maklumat Kerjaya Sains dan Teknologi Daerah Kulim Bandar Baharu.

PERSONAL TRAITS

- Good Communication Skills and able to work effectively with people at all levels.
- Self-motivated , Honest, Hardworking and Productive.
- Good leadership and management skills.
- Organized, creative, detailed and dedicated with positive attitude.

REFERENCE

1. Associate Professor Doctor Prakash A/L V.Arumugam
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School of Business and Administration Faculty,
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