

TAMIL ARASI A/P PERIASAMY

282, LORONG 4/3, TAMAN TIRAM

09600 LUNAS KEDAH DARUL AMAN.

10 January 2017

To whom it may concern,

Dear Sir/Madam,

Application for Human Resource Department

Regarding to above matter, I am Tamil Arasi Periasamy, I completed my studies in **Bachelor of Business Administration (Hons.) in Human Resource Management** at Universiti Tenaga Nasional Kampus Sultan Haji Ahmad Shah. Currently, I am looking for Human Resource vacancy or any related vacancy which merge with my profession.

2. I would like to have the opportunity to join the Human Resources department as an HR officer so that I could contribute my knowledge, skills and personal attributes. I am confident that you will find me to be a qualified candidate for your HR position.

3. Please do not hesitate to reach out by phone (017-5272134) or email (mila_karate@yahoo.com) to set up an in-person interview. I am looking forward to meet with you and thank you for your consideration. Together with this letter, I have attached my resume. Thank you.

Yours Sincerely,

(TAMIL ARASI A/P PERIASAMY)

TAMIL ARASI A/P PERIASAMY

NO 282, LORONG 4/3 TAMAN TIRAM
09600 LUNAS, KEDAH DARUL A MAN.

EMAIL: mila_karate@yahoo.com

HP: 017-5272134



Personal Particulars

NRIC Number	: 930711-02-5142	Race	: Indian
Date of Birth	: 11-07-1993	Religion	: Hindu
Age	: 24 years old	Health	: Excellent
Sex	: Female	Nationality	: Malaysia
Marital Status	: Single	Posses Own Transport	: Yes

Career Objectives

My objective is to practice professions where my knowledge, skill and commitment can be fully applied. I aim at developing a solid career as well as obtaining a higher impact in career change and therefore, contributing to company's visions.

Employment History

Position Title	: Kindergarten Teacher
Duration	: 5 th Jan 2013 – 11 August 2013
Monthly Salary	: RM400

Job Descriptions:

- Interest in and broaden understanding of their physical and social environment.
- Fosters cooperative social behavior through games and group projects to assist children in forming satisfying relationships with other children and adults.
- Encourages students in singing, dancing, rhythmic activities, and in use of art materials, to promote self-expression and appreciation of esthetic experience.
- Instructs children in practices of personal cleanliness and self-care.
- Teachers elemental natural and social science, personal hygiene, music, art, and literature to children from 4 to 6 years old, to promote their physical, mental, and social development.
- Observes children to detect signs of ill health or emotional disturbance, and to evaluate progress.
- Discusses student problems and progress with parents.

Organization : Osram Malaysia Shd.Bhd

Position Title : Internship in Human Resource under Compensation and Benefits

Duration : 29 September 2016 to 28 February 2017

Monthly Salary : RM900

Job Descriptions:

- Employee data maintenance.
- Triggering employees Takaful, Zakat, and Amanah Saham Bumiputra (ASB).
- Prepared employee verification letter (Letter generation)
- Direct labor confirmation administration.
- Citibank corporate credit card application administration.
- Processing housing loan interest subsidy.

Education Background

SPM : Pass

STPM : 3 Principal

2005 : SJK (T) LADANG WELLESLEY, LUNAS
2010 : SMK JALAN PAYA BESAR (PMR, SPM)
2012 : SMK TUNGKU PANGLIMA BESAR (STPM)
2013 –2016 : UNIVERSITI TENAGA NASIONAL

SULTAN HAJI AHMAD SHAH CAMPUS

COURSE : BBA (Hons) HUMAN RESOURCE
MANAGEMENT

: Dean's list semester 1 academic year 2014/2015

: Dean's list semester 2 academic year 2014/2015

: Dean's list semester 1 academic year 2015/2016

CGPA : 3.59

Computer Skills

Microsoft Word, Microsoft Excel, Microsoft Power Point, Microsoft Outlook, Print Screen, Poster.

Objective

To obtain challenging working experience in the variety of field with opportunity for professional growth based on merit and performance and utilizing proven abilities.

Activities

2003 – 2005 : Class Leader

: Running Athlete

2006 – 2010 : School Soccer Player, SMK Jalan Paya Besar, Kedah

: President of Karate

: Participate in karate tournament (SUKMA)

2011 – 2012 : Coaching karate classes

: School Soccer Player

: Participate in karate tournament (SUKMA)

2013 – 2016 : Pro team member in Indian cultural bureau

: Participation in career talk

: Participant in the program Lestari Didik Anak Bangsa

: Head of gift and souvenir for Emas Dihatiku (Moral Event)

Language Proficiency

Language	Spoken	Written
English	Good	Good
Bahasa Melayu	Good	Good
Tamil	Good	Good

Additional Info

Personality Traits:

- Excellent communications skill and strong interpersonal skills.
- Self-confidence.

- Positive working attitude.
- A good team player, proactive and possess good initiatives.
- Polite, friendly, a good listener and resourceful.
- Able to work under pressure and long hours.
- Dedicated, enthusiastic and fast learner.
- Patient and good overall etiquette.

Reference

Name : Sharif Bin Othman

Contact Number : 09-4552020

Position : Academic Advisor

Department of Management & Human Resources

Tenaga Nasional, Kampus Sultan Haji

Ahmad Shah, Muadzam Shah, Pahang.

E-Mail : MSharif@uniten.edu.my

Name : Aderine Cheah

Contact Number : +60 (4) 296 3663

Position : Supervisor

: Team Lead Payroll & Compensation and Benefits in GSS Osram Malaysia.