

RESUME

PERSONAL PARTICULARS

NAME : REKKAH BHARATHI DASAN

ADDRESS : NO: 2, JALAN 1/5B, TAMAN BANDAR RINCHING
43500 SEMENYIH. SELANGOR

NRIC NO : 841219-10-6114

HP NO : 016-6084618

NATIONALITY : MALAYSIAN

RACE : INDIAN

SEX : FEMALE

D.O.B : 19 DECEMBER 1984

MARITAL STATUS : SINGLE

MAIL ADDRESS : rekkh_84@yahoo.com

EDUCATION

1991-1996	S.R.J.K. (T)LADANG SEMENYIH	UPSR
1997-2001	SEK.MEN.KEB.ENGKU HUSEIN SEMENYIH	PMR / SPM
2002-2003	G&B IT TRAINING CENTRE	INFORMATION TECHNOLOGY COMPUTER TECHNICIAN

WORKING EXPERIENCE

JULY 2014 – Present

EMPLOYER : IBM MALAYSIA SDN BHD

POSITION : Global Personal Secretary

- Co-ordinate and maintain the calendar of the client including organization of all appointments, meetings, interviews, travel arrangements
- Ensuring availability of all relevant documents, agendas, working papers etc.
- Coordinate & oversee the administrative requirements including queries from clients, claims & travel expenses & meeting rooms.

- Provide administrative & Secretarial Support to the work of the Group Managing Director, Company CEO & Senior Project Manager which includes maintaining business related material, contributing to confidential research, assist in proposal documentation & managing important office files
- Establish procedures and practices to ensure confidentiality and security of information.
- Managing expense claims for managers and verify in making sure it is within IBM policy.
- Assist clients in managing, coordination, communication and follow through to completion on regional/in-countries and/or any department needs/issues/tasks. Assist in any other ad-hoc duties as and when the need arises
- Prepare correspondence, reports, and materials for presentations.
- Assist in any other ad-hoc duties as and when the need arises.

General Duties

- ◆ Organizing meeting arrangements includes, coordination of various tasks for the event, i.e., catering, scheduling equipment, coordinating calendars for participants, etc. Meeting arrangements can also include e-meetings and webcasts.
- ◆ Schedule official meetings, take the minutes of the meeting & conference calls
- ◆ Booking rooms and conference facilities
- ◆ Supporting Singapore IBM clients from different country and company background on calendar management in Lotus Notes.
- ◆ Expert in ability to coordinate and schedule conference calls (handle multi-party, multi-time zones and international calls) which may include using expert skills in the Lotus Notes calendaring function.
- ◆ Research, coordinate and make domestic and international travel arrangements (flight, hotel, car, Passport, Visa, immunization, etc.) based on internal customer preferences under IBM travel guidelines.
- ◆ Demonstrate a working knowledge of Worldwide Expense Report (WWEs) tool and all aspects of preparing expense reports
- ◆ Assist clients with currency exchange rates and Expert Expense Preparation and Credit Card Reconciliation.
- ◆ Input measurements data accurately and timely. Provide management or leader with statistical measurements data as required/requested
- ◆ **Be a mentor to new staff and teach them on the use of calendar tools.**

FEB 2014 – APRIL 2014 (Temporary Job for 3months)

EMPLOYER : USAHA TEGAS SDN BHD

POSITION : AUDIT ASSISTANT

JOB DESCRIPTION :

- Assist Auditors at Pan Malaysian Pools
- Handling and Preparing auditors Documents
- Collecting Accounts details and check the filing arrangements.

MAY 2013 – DEC 2013

EMPLOYER : RE SOURCES MALAYSIA

POSITION : ACCOUNT EXECUTIVE

JOB DESCRIPTION :

- Handle the complete accounting cycle, including opening, posting entries and closing of accounts and

preparation of various accounting reports of Singapore and Philipines

- Billing and receipting

2012 – APRIL 2013

EMPLOYER : Embassy of the Republic of Guinea in Malaysia

POSITION : Personal Secretary for Ambassador

JOB DECRPTION :

- Prepare and manage correspondence reports and documents
- Arrange conferences, meetings, and travel reservations for office personnel.
- Implement and maintain office systems.
- Maintain schedules and calendars.
- Organize internal and external events.
- Handle incoming mail and send mails to designated personnel or customers.
- Set up and maintain filing systems
- Set up work procedures.
- Collect information maintain databases.
- Communicate verbally and in writing to answer inquiries and provide information.
- Prepare and mail checks.
- Operate office equipments such as printers, copiers,fax machine etc.
- writing minutes of meeting.
- Attending events/meetings as the principal's representative
- Liaising with clients, suppliers and other staffs.

2004 – 2011 (Malaysia's First Cyber Hostel)

EMPLOYER : INAI TROPIKA SDN BHD

POSITION : ACCOUNTS CLERK &HR OFFICER

JOB DESCRIPTION :

- Handle the complete accounting cycle, including opening, posting entries and closing of accounts and preparation of various accounting reports
- Prepare invoice for tenants
- Calculation of payments and commissions is done
- Collect cash payments
- Counted, received and paid out cash
- Operated computer terminal to input and retrieve data.
- Other duties like book keeping, purchase supplies and payroll are also done
- Handled all payroll activities for employees and ensure posting of checks on month end.
- Update employee payroll detail into database

EMPLOYER : INTERNATIONAL UNIVERSITY COLLEGE OF TWINTech

POSITION : ASSISTANT MAINTENANCE MANAGER

JOB DESCRIPTION :

- Assisted and greeted visitors
- Supervised security's, enforcements,
- Maintenance, cleaners and contractors
- Assist maintenance manager on inspection checks and make note of the errors or shortcoming observed by him and the repairs needed.

- Prepare purchase orders and place order for repairing tools, spare parts or machineries.
- Maintained hostel room's, classroom's, swimming pool, squash, badminton court, gym and all the place are in good condition,prepare maintenance reports and submit them to HQ department

EMPLOYER : BIDARI EHSAN SDN BHD

POSITION : ADMINISTRATIVE ASSISTANT

JOB DESCRIPTION :

- Perform filing, data management ,drafting and editing office memo's
- Assist with all other office administrative duties.

Year 2002 – 2003

EMPLOYER : DIGITAL VERTEX SDN BHD &CNC TECHNOLOGY SYSTEM

POSITION : ADMIN CLERK (Part Time)

JOB DESCRIPTION :

- Technician
- teach student computer basic
- Typing
- Sales and service computers
- Repairing
- Software installation

SKILLS

- Able to work independently and perform clerical assignments.
- Depth ability to operate office equipments.
- Excellent service and phone skills.
- Good communication and writing skills.
- Strong ability to recognize differences among data, objects, facts and material.
- Ability to work independently and within a team.
- Knowledge of filing and record keeping.
- Ability to perform complex data entry tasks.
- Excellent ability to greet visitors, to handle phone calls and to give information to customers and visitors.
- Able to follow written and oral instructions.
- Computer literate.
- Fast Typing
- Knowledge in using Word and Excel. Able to quickly learn new software packages
- Good communications skills, both written and verbal
- Attention to detail and Good organizational skills
- Time management
- Interpersonal skills
- Customer-service orientation
- Self motivation
- Reliability
- Stress tolerance
- Discretion and Confidentiality

REFERENCE

**H.E.MOHAMED SAMPIL
(AMBASSADOR EXTRAORDINARY AND PLENIPOTENTIARY)
EMBASSY OF THE REPUBLIC OF GUINEA IN MALAYSIA**

**DATIN HASNAH BINTI WAHAB
(DIRECTOR)
INTERNATIONAL UNIVERSITY COLLEGE OF TECHNOLOGY TWINTech
012-6958775**

**MR.LOOI WAN LEONG
(MANAGER)
BIDARI EHSAN SDN BHD
019-3509475**

YOURS FAITHFULLY

REKKAH BHARATHI DASAN