

RESUME



Personal Particulars

Name : Mariya a/p Pilovintran

IC Num : 860409-35-5844

Age : 31

Race : Indian

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Address : A 26, Lorong Anggerik, Taman Harmoni, 09000, Kulim, Kedah, Darulaman.

Academic Profile

1. Bachelor of Social Science.
Faculty of Arts and Social Science,
University of Malaya, Kuala Lumpur.
2. Sijil Tinggi Pelajaran Malaysia (STPM-2005)
Institut Kalki, Bukit Mertajam, Pulau Pinang.
3. Sijil Pelajaran Malaysia (SPM-2003)
Sek. Men. Keb. Tunku Panglima Besar, 09000, Kulim, Kedah,
Darulaman

Strength

- * Academic background with CGPA of 2.82 (Bachelor Degree)
 - * Good communication skills with fluency in English, Bahasa Melayu and Tamil.
 - * Good writing in English ,Malay and Tamil
 - * Enthusiastic, quick to learn with good interpersonal and organizational skills.
- * Have high sense of responsibility and very dedicated.
- * Ability to work well as part of team
 - * Able to work under pressure and independently.

Additional Skills

Computer Skills

- * Microsoft Word, Excel, Power point, Access and Internet.

Activities

- * Assistant secretary of Indian Cultural Club, 4th Residential College, University of Malaya, 2006/2007.
- * An active member of Kelab Kesenian, 4th Residential College, University of Malaya 2006/2007.
- * Participate in Pesta Kebudayaan Bestari, University of Malaya, 2006/2007.
- * An active Member of computer club, 4th Residential College, University of Malaya, 2006/2007.

Work Experience / Expected Salary

(a) Cashier (part time) in ANW, Taman Jaya, Selangor. (April 2008- November 2008)

- * Manage cash in daily basis.
- * Giving best service to customers.

(b) Pre-school Teacher in Tadika Kiddies Kindy, Kulim, Kedah. (January 2012- August 2012)

- * Teaching pre-school children.
- * Responsible to take care of the children.

(c) Customer Service Coordinator, DB Schenker Logistics, Hi Tech Kulim, (February 2013- August 2015)

- * Manage overall outbound process.
- * Processing customer's order.
- * Preparing Delivery Order (DO).
- * Performing Custom Clearance.
- * Ensure the shipment will reach the destination on correct time.
- * Preparing reports and shipment details in SAP system.
- * Communicate with customer and in-charge person via email or phone call.
- * Manage documentation and filing in daily, weekly and monthly basis.

(d) Sales and Logistics Clerk, Alpha Precision Turning & Engineering Sdn Bhd, Kulim (October 2015- February 2016)

- * Receive Delivery Notes (DN) from customers.
- * Key in the DN's details in system.
- * Process the DN's and send it for custom clearance.
- * Communicate with customer and in-charge person via email or phone call.
- * Manage documentation and filing in weekly and monthly basis.

(e) HR Assistant, Xing Group Berhad, Pusat Perniagaan Putra, Kulim.
(March 2016- August 2016)

- * Performing general HR tasks.
- * Tracking employees daily attendance list.
- * Preparing payslips.
- * Calculating employees EPF and Socso amount deduction.
- * Preparing reports on employees EPF and Socso amount deduction.
- * Manage filing and documentation in monthly basis.

(f) Customer Advocate and Sales Coordinator, YTL Communications,
Yes Store Seberang Jaya, Penang (September 2016- Present)

- * Provide best sales and service to customers.
- * Introducing Yes Brand product such as home wifi, pocket broadband, mobile phones and plans to customers.
- * Push customers to purchase Yes brand products and plan.
- * Work hard to hit monthly sales target .
- * Performing trouble shooting, RMA and provide other solutions based on customer's problems.
- * Creating reports to solve customer's problems on network issues they are facing.
- * Preparing sales reports on daily basis and manage documentation.

* **Expected Salary : RM 2500 (nego)**

Reference

- 1 P.Rajendran, MBA, PBBM, PKT,PJK,PJM.
(Mediator Community),
No 2310, 1st floor, Jalan Bukit Minyak, Taman Permai Jaya, 14000,
Bukit Mertajam, Seberang Perai Tengah, Pulau Pinang.
Mobile: 018-4667244/ 016: 5715390
2. Hazreendiana binti Abdul Rahaman,
Executive, Northern Retail Sales,
Yes store, Seberang Jaya.
Mobile: 019-5588835

