

PRETHIBA THIAGARAJAN

No.52, Lorong Tenang 5, Taman Sri Tenang
14000 Bukit Mertajam
Pulau Pinang, Malaysia.
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prethiba.thiagarajan@gmail.com



Possess leadership qualities, proactive with strong analytical and problem solving skills.
Ability to work in group and independently under challenging environment.
Skills with high level of responsibilities, commitment and confidence.
Able to work under pressure to meet tight deadlines with very minimum supervision.

Personal Information

NRIC : 920414-07-5398
Date of Birth : 14th April 1992
Age : 25 years old
Sex : Female
Race : Indian
Religion : Hindu
Marital Status : Single

Objective

Seeking a Human Resources Management position where my education experience will allow me to make an immediate contribution as an integral part of a progressive company. In addition, I can utilize my management and human resource skills, with the available opportunity which helps to develop people-oriented skills and promote a positive work environment.

Qualification

Bachelor's Degree

Field of Study : Bachelor of Business Administration (Honors) in Human Resource Management
Institute/University : Tenaga Nasional University (UNITEN)
Class : Second Class Lower (2.83 out of 4.00)
Dean's List for Final Semester

Final Year Project

Title: Attitudes of Business Studies students towards learning communication skills

Description: Explored and evaluated reports on the Attitudes of Business Studies Students in Tenaga Nasional University (UNITEN) towards learning communication skills.

Internship Training

MSM Prai Berhad

Oct 2016 - Dec 2016

- Training & Development
 - Fill in training application form with:
 - Applicant details
 - Course details
 - Justification for nominating the staffs
 - Register with Training Provider the details of the participants for training
 - Obtain approval of the Training Form from
 - Head of Department
 - CEO MSM Prai
 - Human Resource Manager
 - Follow up closely with participants before and after training
 - Application for Training Grant for Internal and External Training registered under Human Resource Development Fund approved course
 - Request tax invoice and quotation from Training Provider
 - Prepare Memo to Finance Department request to make payment for training
 - Request Training Evaluation Form from participations after training
 - Request Training Effectiveness Form from the Supervisor of the trainees
- Recruitment
 - Sort out resumes of the candidates based on working experiences & educational background
 - Select candidates based on requirements and criteria given
 - Arrange interviews for potential candidates
 - Follow up closely with candidates before & after interview
 - Prepare Appointment letter for employees based on
 - Position
 - Grade
 - Department
 - Salary
 - Prepare letter for Pre-employment medical checkup for the employees
 - Orientation & Induction Briefing for new employees
 - Prepare confirmation letter for employees after 3 months' of probation period according to Employee's Performance Review received from Head of Department based on
 - Designation
 - Date joined
 - Date of confirmation
 - Record of M/C taken, leaves, disciplinary record
 - Prepare letter of extension of probation period for employees due to lack of competencies and skills

- Disciplinary Matters
 - Receive Disciplinary Report on misconduct of employees from Head of Department which contains:
 - Date of incident
 - Time of incident
 - Location of incident
 - Type of misconduct
 - Employee's statement
 - Employee's previous record
 - Recommendation/Action by Section Head
 - Action taken by Human Resource Manager
 - Prepare show cause letter to employees on misconduct based on Disciplinary Report received from Head of Department
 - Receive reply for the Show Cause letter from employees
 - Prepare final warning letter/suspension/demotion for employees based on Human Resource Manager recommendation
- General affairs
 - Organizing and managing committee for Badminton & Bowling Tournament
 - Good Manufacturing Practices briefing to the employees about personal hygiene, housekeeping & sanitation of the factory

Extra-Curricular Activities

University Tenaga Nasional (UNITEN)

- ❖ 2013 - 2016 Indian Cultural Bureau (ICB)
- ❖ 2014 Projek Komuniti Moral- H.O.P.E for Charity (Moral Community Project)
- ❖ 2015 Program Lestari Didik Anak Bangsa (Sustainable Programs Educate the Nation's Children)
- ❖ 2016 Program Emas Dihatiku (Programs to Celebrate the Elderly)

School

- ❖ Malaysian National Chemistry Quiz 2009
- ❖ Research and Colloquium, Session 2010/11

State

- ❖ Girl Guides Walkathon 2009
Representing SMK Convent Bukit Mertajam

Other Activities

- ❖ Larian Serentak 1 Malaysia 2011 (One Malaysia Run)
Representing SMK Tinggi Bukit Mertajam

Hands-on Knowledge and Skills

Operating System: Windows XP & Windows 7.

Tools: MS Office, Word, Excel, Power Point, Multimedia Applications

Human Resource Knowledge and Skills

- Effective verbal and listening communications skills
- Supervisory skills
- Problem solving skills
- Basic counseling skills
- Research and program development skills
- Effective written communications skills including the ability to prepare reports and proposals
- Policies and procedures

Human Resource Core Subjects

Business Accounting	Managerial Accounting	Microeconomics
Macroeconomics	Principles of Finance	Malaysian Commercial Law
Principles of Management	Business Communication	Organisational Behaviour
Organisation Theory	Organisational Development and Change	International Business
Management Information Systems	Human Resource Management	Business Ethics
Management Science	Strategic Management	Principles of Marketing
Consumer and Buyer Behaviour	Business Statistics	Business Mathematics

Languages

<i>Languages</i>	<i>Spoken</i>	<i>Written</i>
English	Excellent	Excellent
Bahasa Melayu	Excellent	Excellent
Tamil	Excellent	Good

References

Name : Mr Abdah Alif B. Zahari
Company : MSM Prai Berhad
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Name : Mr Suraskurmar Suppiah
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