

# CURRICULUM VITAE



## PROFESSIONAL SUMMARY

---

I am an enthusiastic fresh Leadership student from University Tun Abdul Razak whom seeking an opportunity to obtain a position in your company that enables me to utilize progressive experience and skills in the field of **Leadership and Hospitality and Tourism** or any related field. I do have practical working experiences but I would like to learn and gain new knowledge at work. I can work on my own or as part of a team and I can deal with any task competently.

## PERSONAL INFORMATION

---

Name : Vanishaa Rogini A/P Soundra Pandian  
Age : 26  
Date of birth : 13/02/1992  
Race : Hindu  
Marital status : Single  
Car License : Class B2 & D  
Transportation : Own & Public transportation

## CONTACT INFORMATION

---

Address : 333, Lorong S2 G5/2, Garden Avenue, Seremban 2,  
70300 Seremban, Negeri Sembilan.  
H/P num : 017-2046592  
Email add : vanishaa2313@yahoo.com

# CURICULUM VITAE

---

## EDUCATIONAL BACKGROUND

---

### Highest Education

Year of Graduate: 2018

Level : Bachelor of Arts (Leadership) (Hons)

Specialization Area: Administration /Management

University: University Tun Abdul Razak, Kuala Lumpur (UNIRAZAK)

CGPA: 3.40

### Second Highest Education

Year of Graduate: 2014

Level : Diploma in Hospitality & Tourism Management

Specialization Area: Hospitality & Tourism Management

University: PTPL College, Seremban *known as* MSU College

CGPA: 3.44

### Third Highest Education

Year of Graduate : 2009

Academic Qualification: Sijil Pelajaran Malaysia (SPM)

School: Sekolah Menengah Kebangsaan Bukit Kepayang, Seremban 2, 70300, NSDK.

Status: PASS (4 credits)

# CURICULUM VITAE

## EMPLOYMENT HISTORY

ORGANIZATION	POSITION	DUTIES
<b>Parkson Corporation Sdn Bhd</b> (15 Sep 2014 - 23 November 2014)  Assistant Manager Tel : 06-7648282	Assistant Supervisor Customer Service  (Full time)	<ul style="list-style-type: none"><li>• Handle with return &amp; exchange product.</li><li>• Required to oversee daily operation in Customer Service department.</li><li>• Resolve customer's queries and concerns.</li><li>• Did multi task such as scanning vouchers to redeem, wrapping, paging, assist cashier.</li></ul>
<b>Nike Sport Aeon Seremban 2</b> (1 May 2013 – 26 October 2013)	Sales promoter  (Part time)	<ul style="list-style-type: none"><li>• Worked actively as Sales Promoter in Nike outlet.</li><li>• Achieving company-set goals for selling products.</li><li>• Informing customers about benefits of the products.</li><li>• Identify the needs of customer that the produce we sell.</li><li>• Always appeared clean-cut, speak intelligently, look pleasant.</li><li>• Memorize market materials/ write scripts while selling products.</li></ul>
<b>Kentucky Fried Chicken (KFC)</b>  (2January- 2 February 2010)	Waitress  (Part time)	<ul style="list-style-type: none"><li>• Greet customers.</li><li>• Clear the dirty dishes on table.</li><li>• Refill beverages throughout the meal.</li></ul>

# CURRICULUM VITAE

## EXTRA - CURRICULAR PARTICIPATION

YEAR/ INSTITUTION	ACTIVITIES / PARTICIPATION
2015-2017  <b>Universiti Tun Abdul Razak</b>	<ul style="list-style-type: none"> <li>Went to Old Folk Home for community service subject.</li> <li>Organized an event with Autism syndrome kids, PERSAMA.</li> <li>Attended to MYASEAN Internship Market Day.</li> <li>Interviewed CEO of AJ Food Industries (M) Sdn Bhd.</li> <li>Interviewed Chairman of SUHAKAM , Mr Tan Sri Razali Ismail</li> <li>Interviews CEO of Al-Ukhwah, Mr Mohamad Razman Rahim.</li> </ul>
2011-2014  <b>PTPL College known as MSU College</b>	<ul style="list-style-type: none"> <li>Gotong –Royong – Ulu bendul, Kuala Pilah (voluntary work cleaning in waterfall area)</li> <li>Care our Nature –Port Dickson (voluntary work cleaning in beach area)</li> <li>One day Renjer – participated in hiking activity in Ulu bendul, Kuala Pilah</li> <li>Extreme XPDC –Outdoor activities in Dusun Eco Resort, Pahang</li> <li>Exploring Gua Batu Maloi- Cave Trekking in Hutan Lipur Gua Batu Maloi Johol, Negeri Sembilan.</li> </ul>
2005-2009  <b>SMK Bukit Kelayang</b>	<ul style="list-style-type: none"> <li>Became a school prefect in SMK Bukit Kelayang.</li> <li>Member -Red Crescent Society</li> <li>Vice President &amp; President – Crime Defense Club (<i>Kelab Pencegah Jenayah</i>)</li> <li>Participated in Tamil Debate Speech.</li> <li>Participated in 'Kabadi' sport for district level.</li> </ul>
1999-2004  <b>SJK (T) Taman Melawati</b>	<ul style="list-style-type: none"> <li>District Level- Participant for 'Festival Kanak-kanak Peringkat Negeri Selangor 2003'</li> <li>National Level-Participant for 'Festival Kesenian Kanak-kanak Kebangsaan 2003'.</li> </ul>

## ADDITIONAL INFORMATION

1) Language Proficiency ( 0 = Poor , 10 = Excellent )

Language	Spoken	Written
English	7	7
Malay	7	7
Tamil	10	10

2) Other cert/ computer skills

- MUET – Band 3
- Microsoft word
- Microsoft excel

# CURICULUM VITAE

- Microsoft power point

## PROFESSIONAL EXPERIENCE

ORGANIZATION	POSITION	DUTIES
<b>Ministry of International Trade &amp; Industry (MITI)</b>  (2 October 2017- 2 January 2018)  Senior Principal Assistant  Pn. Zarina Ali  Tel : 03-62084716	Administration officer (support trade & industry division)	<ul style="list-style-type: none"> <li>• Engage in activities conducted in MITI.</li> <li>• Prepare guideline book or (SOP) regarding Certificate of Origin for new officers.</li> <li>• Assist on sort documents and data sheets for the purpose of data entry.</li> <li>• To assist on the data entry of the weekly and monthly report of PCO.</li> <li>• To assist to call manufacturer regarding on verification letter.</li> <li>• To assist draft verification reply letter to CUSTOMS.</li> <li>• Assist other Unit FTA on invitation to participation Outreach programme.</li> <li>• Updating attendance list according programme.</li> <li>• Assist other Unit FTA to fax circular letter regarding on Non Preferential Certificate of Origin (NPCO).</li> <li>• Contact/ email on to request justification on duplicate of respective of letter CO.</li> <li>• Compile all verification received in the database.</li> <li>• Confirmation on authenticity of the CO through system ePCO or find duplicates copy.</li> <li>• Assist on collecting particulars from DagangNet.</li> <li>• Draft procedures for webmail account ID and ePCO account ID.</li> <li>• Draft procedures for review Cost Analysis.</li> <li>• Been ushered for MITI Sports Day.</li> <li>• Been ushered for YBM Dialogue Session with Japanese Chamber of Trade and Industry (JACTIM), The Embassy of Japan and JETRO.</li> </ul>

## CURICULUM VITAE

---

<b>Charisma Vacation Sdn Bhd</b>  (11 Nov 2013 – 14 Feb 2014)  Business Development Manager  Ms. Carrie  Tel: 06-6014021	Tour Operator Assistant	<ul style="list-style-type: none"><li>• Worked as Tour Operator Assistant for 3 months on job training.</li><li>• Coordinate tour booking and ground arrangement from agents.</li><li>• Reservation hotel rooms for online and offline customer.</li><li>• Attended Negeri Sembilan Tourism Conference 2014.</li><li>• Attended Team Australia Agents Product Training 2014</li><li>• Attended Tourism Northern Territory Operator Mission 2014</li><li>• Attended MHTC Malaysia 2014</li></ul>
--	-------------------------	---

### PERSONAL STRENGTHS

---

- Critical thinking
- Good leadership skills
- Excellent clear communication
- Time management
- Logical thinking
- Delegation
- Decision making
- Strategic planning
- Result oriented

### EXPECTATION

---

- Salary : RM 2,800 \*(negotiable)
- Working hours : 8AM-5PM / 9AM- 6PM

# CURICULUM VITAE

---

## REFEREES

---

Nor Azami Rosli  
Lecturer, Programme Director for Bachelor of Arts (Leadership) (Hons)  
Tun Abdul Razak School of Government (TARSOG) Faculty  
Universiti Tun Abdul Razak  
[norazami@unirazak.edu.my](mailto:norazami@unirazak.edu.my)  
H/p : 013-3623090

Miss Bala Saras Pathi A/P Ponnoman  
Lecturer for Tesl  
Saito College, Petaling jaya, Malaysia  
H/p : 016-3203275