

# Poopathi Selvaraja

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Kampung Wellington  
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## Career Objective

To be able to work in challenging career environment that promotes professional development and contribute to the organization growth, stability as well as productivity.

## Education Background

Year	Institution / School	Results
2014-2017	University Malaysia Sarawak	Bachelor of Economics (Honours) (International Economics) CGPA 3.55
2006-2013	Sek. Men. Kebangsaan Ambrose	STPM-1A 2B+ SPM- 7A 1B

## Co-curricular Activities

Year	Particulars
February 2017 – September 2017	<ol style="list-style-type: none"><li>1. Participated in Microsoft Office 2013 Workshop<ul style="list-style-type: none"><li>• Microsoft Word and Excel</li></ul></li><li>2. Participated in Adobe Illustrators (CS6) Workshop</li><li>3. Participated in Programme of Be\$mart by CIMB Foundation</li><li>4. Participated in Adobe Photoshop (CS6) Workshop</li><li>5. Participated in Photo Shoot Competition</li><li>6. Participated in College events<ul style="list-style-type: none"><li>• Joined “ Galaxy Run” &amp; “Charity Run”</li></ul></li><li>7. Participated in Microsoft Word Workshop by UNIMAS Business School</li></ol>
June 2016 – January 2017	<ol style="list-style-type: none"><li>1. Participated in Seminar of Statistical Package for Social Sciences (SPSS)</li><li>2. Participated Poster Competition UNIMAS Drug Prevent Association (PEMADAM)</li><li>3. Participated in Program of Franchise SISWA</li><li>4. Participated in Sport KOR SISPA UNIMAS</li><li>5. Participated and won Photography and Video Montage Competition</li><li>6. Participated in UNIMAS Drug Prevent Association and won second place in t-shirt design competition</li><li>7. Participated in Bowling Competition UNIMAS Indian Association</li></ol>
September 2013 – June 2016	<ol style="list-style-type: none"><li>1. Secretariat of the UNIMAS Drug Prevent Association (PEMADAM)<ul style="list-style-type: none"><li>• Organised club activities</li></ul></li><li>2. Participated as Liaison Officer in Faculty Orientation<ul style="list-style-type: none"><li>• Organised activity unit</li><li>• Planned and organised event management</li></ul></li><li>3. Participated in faculty activities<ul style="list-style-type: none"><li>• Joined “ I Run for Integrity” &amp; “Asian Night Run”</li></ul></li><li>4. Participated in Forum Malaysian Anti-Corruption Commission</li><li>5. Participated in World Philosophy Day UNIMAS</li><li>6. Organised the event for co-curriculum activity at UNIMAS which promote art skills in Kampung Gunung Gergan, Sarawak.</li></ol>
Jan 2006-December 2012	<ol style="list-style-type: none"><li>1. Perfect in school<ul style="list-style-type: none"><li>• Helped school discipline teacher to monitor and maintain discipline of students</li></ul></li><li>2. President of Environmental Association<ul style="list-style-type: none"><li>• Planned and coordinated club activities</li></ul></li></ol>

- Organised study tours
- 3. Represented district in Girl Scout competition
- 4. Committee Member of the St. John Ambulance
  - Organised the activities
  - Helped to record activities
- 5. Participated in camp Outward Bound International
- 6. Participated in School Club Innovation Toolkit
- 7. President of Sport Unit

### **Special Skills and Knowledge**

#### **1. Computer Skills**

- Advanced understanding and skills about the components and functions of MS-Word, MS-PowerPoint and E-views
- Intermediate understanding and skills about the components and functions of MS Windows, MS-Excel, SPSS and Adobe Photoshop.

#### **2. Language Competency**

- Fluent in spoken and written Bahasa Malaysia
- Fluent in spoken and written English
- Fluent in spoken and written Bahasa Tamil
- Beginner level in spoken and written Mandarin

### **Employment Experience**

Employer : GOLDEN ORLOV HS ENTERPRISE  
Address : No.74, Taman Aman Muhibbah, 32000, Sitiawan.  
Telephone : 012-5363304  
Position : Bookkeeper  
Time Frame : January 2014-September 2014  
Responsibilities :  
1. Arranged and prepared documents of the organization  
2. Calculated and prepared tax payments  
3. Learned to understand the needs of customers and provide service for customers  
4. Recorded cash receipts of the organization and make bank deposits

### **Employment Experience (Industrial Training)**

Employer : MANJUNG MUNICIPAL COUNCIL (MPM)  
Address : Jalan Penang Raja, 32040 Seri Manjung, Perak Darul Ridzuan  
Telephone : 05-6898800/ 05-6898891  
Position : Internship  
Time Frame : July 2017-September 2017  
Responsibilities :  
1. Conducted MPM's publication work such as annual report, Suara Permai Bulletin, MPM Info, Department Pamphlet, Program Banners, MPM TV  
2. Managed and operated the Local Agenda 21 Program and the Urban Poverty Eradication Program  
3. Managed the implementation of the "Area Officer" System (placement and preparation of "Area Officer" Reports) and Council Members Daily Assignment Program

### **References**

1. Assoc. Prof. Dr. Mohammad Affendy Arip  
Director, Central of Entrepreneurship Development, UNIMAS  
Senior Lecturer, Faculty of Economics and Business  
University Malaysia Sarawak, 94300 Kota Samarahan  
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2. Dr.Nor Afiza Abu Bakar  
Lecturer  
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