



Name : THINESWARY SIVAKUMAR

Address : Address182, Taman Bahau, 72100 Bahau, Negeri Sembilan

Contact : +6017-6495913

E-mail : tnes1995@gmail.com

Date of Birth : 11 April 1995

IC Number : 950411-05-5110

Nationality : Malaysian

Gender : Female

Marital Status : Unmarried

Race : Indian

Religion : Hindu

Hobbies : Surfing Internet (scientifically and technologically)

Education

EDUCATIONAL BACKGROUND

COLLEGE : COLLEGE MCS

LEVEL : DIPLOMA IN OFFICE ADMINISTRATION

Experience

ECONSAVE BAHAU

Position Title: Customer service and cashier

Duration : Dec 2012 – May 2013 (5months)

Skills : -To give a proper service to customers' enquiry
-Good in money handling when deal with customers
-Help and able to use debit cards which given by customers to pay
-Proper filling and papers works at closing time

Reason of Leaving: continue further studies

Salary : basic-RM900 (+++ Overtime) per hour RM9

MAWAR RENAL MEDICAL CENTRE

Position Title: Administrative in welfare department

Duration: Jun 2015 – Dec 2015

Skills : -Organize personal work priorities
-Filing and updating records
-Good working knowledge of bookkeeping tasks
-Work independently and as part of team
-Good in use standard business software and applications
-Expert in handling office equipment
-Meet with admitted patients regularly, enquire about their problems and complains.
-Collect feedback in prescribed feedback received into MIS to be shared with the top management on a periodic basis.
-Enhance the value of service being provided by making the patient and the attendant familiar with the hospital.
-Help uneducated patients for apply PERKESO forms and other applications.

Reason of leaving: Internship duration is finished (6 months)

Salary: RM 500

REFERENCES

MR MURUGAN

WELFARE OFFICER AT MAWAR

6014-6268687

INDRAKUMAR KR ENTERPRISE

Position Title: Floral Admin Assistant

Duration: Oct 2015 – April 2016

Skills: -Responsible for rotating inventory and making sure that only fresh flowers were sold to customers.

-Organized daily deliveries and was responsible for making sure that each delivery on each day was accurate and on time.

-Worked the sales floor helping customers to pick out arrangements and then finalising the sale.

-Took information from the clients to try and determine what new arrangements should be offered.

-Manage the shop

-Maintaining online order portal.

Reason of leaving: shop was closed

Salary: RM1300

REFERENCES

Mrs.INDRANI,

SALES MANAGER AT INDRAKUMAR KR ENTREPRISE

013-6066096

SCHNEIDER ELECTRIC,PJ

Position Title: Data Entry

Duration: Feb 2017 – April 2017

Skills: -Insert customer and account data by inputting text based and numerical information from source documents within time limits.

-Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry.

-Review data for deficiencies or errors, correct any incompatibilities if possible and check output.

-Research and obtain further information for incomplete documents.

-Apply data program techniques and procedures.

-Generate reports, store completed work in designated locations and perform backup operations.

-Ensure proper use of office equipment and address any malfunctions.

Reason of leaving: contract finished

Salary: RM1500

Language Proficiency

(Proficiency: 0=Poor - 10=Excellent)

Language	Spoken	Written
Bahasa Malaysia	8	8
English	7	8
Tamil	9	9