

UMA RANI ARUMUGAM



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Lrg 8 Lot 73 No 203, Taman Palma Indah
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Objective

Looking forward to work in an organization that gave a healthy and friendly work environment. Always keen to learn new techniques and skills while fully utilizing the skills that I have to improve the organization.

Education Background

Year	Institution / School	Results
2013-2017	University Malaysia Sarawak (UNIMAS)	Graduated with B.Sc. Development and Planning Management (3.30) Faculty of Social Sciences
2011-2012	Sekolah Menengah Kebangsaan Matang Jaya	STPM -3B+ 1B (3.25) MUET- Band 2

Co-curricular Activities

Year	Particular
2007-2011	1. Represented school for Persatuan Pandu Puteri Camp <ul style="list-style-type: none">2007-2011 join the camp in the state level in Kuching.
2013	1. Committee Member of Kuching Indian Youth Organisation <ul style="list-style-type: none">Organise badminton tournament among Indians.Attended Hinduism camp (Science & Heritage Camp) for 2 days in at Penview Hotel.Attended the Bieneal General Meeting and Annual General Meeting every year. 2. Take part in Larian Hari Malaysia MAKSAM 2013 <ul style="list-style-type: none">Organised for '50 Years of Sarawak in Malaysia' function.

	3. Take part in walking 10,000 steps in 'NAK SIHAT' launching campaign.
2015	<p>4. Organizer for Hari Ko-Q Unimas 2015</p> <ul style="list-style-type: none"> • Serve as the Special Task Unit (STU) leader. • Arrange the schedule for performances. • Done the decoration and the opening gimmicks. <p>5. Attended Family Day done by BRC College in UNIMAS</p> <ul style="list-style-type: none"> • Did barbeque together with new friends. • Learn about teamwork and leadership skills.
2016	<p>6. Participant for Metropolis Rush held in Waterfront Kuching Sarawak.</p> <ul style="list-style-type: none"> • Organised by Kelab Pembimbing Rakan Intelek Mahasiswa UNIMAS (PRIMU). • Learn about time management and also soft skills.
2017	<p>1. Attend Faculty CEO seminar program by Datuk Badlisham Ghazali, The CEO of Malaysia Airport Holding Berhad (MAHB)</p> <ul style="list-style-type: none"> • Learn about the reason behind unemployment that affects fresh graduates. • Learn that soft skills is more important than grades to secure a job no matter in government or private sector. <p>2. Organized and attend Planner's Nite 2017 by Planning students in Kuching Park Hotel.</p> <ul style="list-style-type: none"> • Learn about preparation for an event such as decoration, planning for activities, food and souvenirs within the budget. <p>3. Attend TN 50 Dialog in DETAR PUTRA (UNIMAS) that been organized by Chief Minister of Sarawak, Datuk Patinggi Abang Haji Abdul Rahman Zohari bin Tun Abang Haji Openg together with Minister of Youth and Sports, Yang Berhormat Khairy Jamaluddin Abu Bakar.</p> <ul style="list-style-type: none"> • Learn about the purpose of TN 50 and how the ideas shared in the dialogue will be used to achieve the empowerment of nation in next 50 years.

Employment Experiences

Past Employment

1) Employer: Kedai 1 Malaysia A31 Samariang Branch

Address: Jalan Matang Jaya, Taman Matang Jaya, 93050, Kuching Sarawak

Telephone: 03-67914556

Position: Retail assistant

Time Frame: January 2013 – 22 August 2013

Responsibilities:

1. Arrange items.
2. Calculate stock when new stock arrive each month.
3. Became cashier.

2) Employer: Dewan Bandaraya Kuching Utara (Bahagian Geinformasi dan Pengurusan Hartanah)

Address: Dewan Bandaraya Kuching Utara, Bukit Siol, Jalan Semariang Petra Jaya, 93050 Kuching Sarawak

Telephone: 082-446688

Position: GIS trainee

Time frame: 3 July 2017- 22 September 2017

Responsibilities:

1. Do tree inventory by recording the data using GPS.
2. Prepare write up about the Enhancement of DBKU Website GIS Map 2017.
3. Attend meeting with other departments.
4. Make preparation for the meetings.

Special Skills and Knowledge

1. Computer Skills - Intermediate understanding and skills about the components and functions of Statistical Packages for Social Sciences (SPSS) and Microsoft Project software.
 - Advanced understanding and skills about the components and functions of Microsoft Word, Microsoft Excel and Microsoft Powerpoint software.
 - Intermediate understanding and skills about the components and functions of ArcGIS software.
2. Language Competency - Fluent in speaking and writing in Bahasa Malaysia
 - Fluent in both speaking and writing in English.
 - Fluent in Tamil.
 - Fluent in speaking Bahasa Melayu Sarawak.

Achievements

1. June 2015- Organise Hari Ko-Q Unimas 2015.

2. October 2016- Joined Metropolis Rush
3. June 2017- Presented my Final Year Project entitled “*Unemployment Among Graduates: Perception Of Final Year Students In University Malaysia Sarawak*, (Unimas).
4. November 2017- Graduated in Bachelor of Social Sciences with Honours (Development, Planning and Management).

References

1. Miss Siti Khatijah bt Zamhari
Final Year Project Supervisor
Head of Planning Department
Faculty of Social Sciences
Universiti Malaysia Sarawak,
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2. Madam Maggie Tomeng
Industrial Training Supervisor
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