

RESUME

**KAUSALYAH D/O RATHA KRISHNAN
NO.18 JALAN ARANG,
PANDAMARAN,
42000 PELABUHAN KLANG,
SELANGOR DARUL EHSAN.**

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CAREER OBJECTIVE

To be employed in a more challenging career where all my experiences, qualities and commitments can be fully utilized towards achieving company's vision and mission.

PERSONAL DATA

Date Of Birth : July 25 , 1994
Place of Birth : Hospital (GH) Klang
Age : 22
NRIC : 940725-10-6284
Height : 169cm
Weight : 60kg
Mother Name : Jegathamal a/p Jayavel (Single mother)
Siblings : 2 sisters
Religion : Hindu
Nationality : Malaysian
Gender : Female
Marital Status : Single
Language as known : Malay, English and Tamil

EDUCATIONAL HISTORY

2012 – 2013 : Kolej Komuniti Kuala Langat (Kementerian Pengajian Tinggi Malaysia)
: Sijil Modular Kebangsaan Animasi 2D
: Obtained 2.75 CGPA in one semester

2007 – 2011 : Sekolah Menengah Kebangsaan Tengku Ampuan Jemaah, Pandamaran
: Sijil Pelajaran Malaysia (2011) (1B, 1B+, 2C+, 1C, 3D)
: High Distinction in Pendidikan Moral

2001 – 2006 : Sekolah Rendah Kebangsaan Tengku Bendaharan Azman (TBA) (2)
: UPSR (2006) (2B, 2C, 1D)
: High Distinction in Bahasa Melayu

WORKING EXPERIENCE

1. Public Bank Berhad

Bank Teller

01 July 2013 – 27 May 2015

Handle cash, walk in customers and regular (Senior Citizen , Remittances and Cheque)

2. Office Clerk

Keynes Engineering Sdn Bhd

01 July 2015 – 30 December 2016 (1 Year 5 Months)

Issued invoices, delivery orders, keep data on track, call customers regarding price list.

PERSONAL SKILL, STRENGTH AND ABILITIES

- Proficient in Microsoft Word, Power point, Excel and Publisher
- Excellent in verbal and written skills in English and Bahasa Malaysia
- Able to work extended hours when is needed
- Able to do and accomplish the given task on time
- Able to follow instruction closely work under pressure and meet tight deadlines

OTHER INFORMATION

Hobbies : I'm interested in music, badminton, and collecting coins. Besides that, I like to go outings with my family members and friends.

REFERENCE

Mdm Ranjinee
Admin Officer
Public Bank Berhad
No, 306 Jalan Besar Pandamaran ,
42000 Pelabuhan Klang
Selangor Darul Ehsan

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Mdm Rajee
Director
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