



# SANGEETHA VENGADESHWARAN

BACHELOR OF BUSINESS ADMINISTRATION (HONS)

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## PERSONAL DETAILS

DATE OF BIRTH: 19th December 1996

NATIONALITY: Malaysian

## EDUCATION

### BACHELOR OF BUSINESS ADMINISTRATION (HONS)

Institute: University Tunku Abdul Rahman (UTAR), Kampar  
(Graduation: December 2019)

### FOUNDATION IN BUSINESS (FIB)

Institute: Quest International University Perak  
(Graduation: December 2015)

### SIJIL PELAJARAN MALAYSIA (SPM) SCIENCE STREAM

Institute: SMK Methodist Girls' School (MGS), Ipoh  
(Graduation: December 2009)

## SKILLS

### COMPUTER SKILLS

- Basic Computer Knowledge
- Well averse in (Microsoft Office Word, PowerPoint, Excel and Outlook)

### OTHER SKILLS

- Able to adapt new environment and knowledge in fast phase
- Willing to work hard and provide best results
- Able to work in a team oriented position
- Willing to contribute knowledge and creative ideas nor solutions for better reasoning
- Committed and devoted to the duty allocated
- Punctual in settling task assigned
- Driving License (B2 & D)

### LANGUAGE

- English | Written (Advanced) & Spoken (Advanced)
- Malay | Written (Advanced) & Spoken (Advanced)
- Tamil | Written (Beginner) & Spoken (Advanced)

## CONTACT

@ sangeeshwaran6@gmail.com

+60165135977

23 Dataran Rapat Baru 10, Medan  
Lapangan Sentosa, 31350, Ipoh,  
Perak, Malaysia.

## SUMMARY

I am keen to be part of growth-oriented company, contribute high quality innovative ideas with implementing my education and skills and show my dedication towards work.



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## WORKING EXPERIENCE

### MCDONALD'S JALAN GOPENG

POSITION : Barista (Part Time) Jan 2022 – Present

### SYMPHONY SUITES HOTEL, PERAK – *Tourism & Management*

POSITION: FRONT DESK RECEPTIONISTS – Sept 2020 to Nov 2021

#### WORK DESCRIPTION:

Gained experience in handling a variety of guests (customer service) and administrative support tasks

- Assisting and directing clients in finding their way around the hotel.
- Helping to maintain workplace security by issuing, checking and collecting badges as necessary and maintaining visitor logs.
- Performing ad-hoc administrative duties.
- Answering, forwarding, screening incoming calls and operating a switchboard
- Provide excellent customer service.
- Scheduling appointments and reservations

### SPIRIT MEDIA & PAPER MARKETING SDN BHD, PERAK – *Wholesaler Of Office Products*

POSITION : JUNIOR DATA ASSISTANT (INTERN) – Oct 2019 to Dec 2019

#### WORK DESCRIPTION:

Gained extensive exposure to clerical and administrative support in a wholesaler company

- Sorting and tracing out all the invoices issued by the company.
- Mastering the method of proper filing systematically.
- Making sure the cheques are complete with accurate information and sent for banking purpose and also deal with cheque rejection
- Contacting suppliers to ensure that our system is up to date with latest information related to the accounting section.
- Contacting courier service clients to make sure that they receive the products in a good condition.
- Checking on invoices which do not have the chop stamp and signature using the SQL system and data management.
- In charge of clearing out and settling outstanding and overdue payments from customers.
- In charge as customer service for suppliers and customers regarding invoices, courier service and payments.

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## REFERENCE

- **MS KOAY YING YIN**  
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**Faculty of Business & Finance (UTAR)**  
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