

No 70-13-07
Flat Sri Sabah 3B,
Jalan Ikan Ayu, Cheras,
56100 Kuala Lumpur.

HR Manager,
Company Name

Dear Sir / Madam,

APPLICATION FOR ENTRY LEVEL JOB PLACEMENT

I'm Sivasanthini S. Mohan, an **Electrical and Electronic Engineering** graduate, majoring in Control and instrumentation from **University Teknologi PETRONAS (UTP)**. The purpose composing this letter is to request for entry level job placement.

My passion towards engineering is very much related to business of your company. Therefore joining your company as an engineer will develop my skills further. It will be perfect opportunity for me to build my career ahead in best manner.

My strength and assets in which your company can leverage upon are:

INDUSTRIAL EXPOSURE	Maxis Broadband (M) Sdn Bhd <ul style="list-style-type: none"> Exposed to network and operation in network monitoring centre Benchmark project SMS Monitoring Tool 	
MEMBERSHIP AFFILIATION	<ul style="list-style-type: none"> Institute of Engineers Malaysia Construction Industry Development Board (CIDB) 	
SOFTWARE SKILLS	<ul style="list-style-type: none"> AutoCAD CAD-SOFT EAGLE Multisim LTSpice LabVolt Proteus 	<ul style="list-style-type: none"> MATLAB Visual Basic Application PLC Omron Cadence Spectre IC Programming Atoll – Network Planner
FINAL YEAR PROJECT	<ul style="list-style-type: none"> Long Term Evolution (LTE) Network Planning in Ipoh City 	
ENGINEERING TEAM PROJECT	<ul style="list-style-type: none"> Solar System Automated Fertilizer System 	
TOP ACHIEVEMENTS	<ul style="list-style-type: none"> Dean List September 2013 Futsal Champion 2014 Tug of War Champion 2013 	

I'm looking forward to being granted interview with your company as I believe there is great opportunity and potential for my career development under the guidance of your company. I can be reached at **+6016-2912434** or by email siva10engr@gmail.com. Thank you for your time and consideration.

Yours sincerely,

Sivasanthini S.Mohan

**Bronze winner for Solar System
Automated Fertilizer system
project in SEDEX 31.**

SIVASANTHINI S. MOHAN

B.ENG (HONS.) ELECTRICAL & ELECTRONIC
Major in Control & Instrumentation

CURRICULUM VITAE

CONTACT DETAILS:

E-mail: siva10engr@gmail.com

Mobile: +6016-2912434

 <https://my.linkedin.com/in/sivasanthini>

PERMENANT ADDRESS:

No 70-13-07 Flat Sri Sabah 3B,
Jalan Ikan Emas, Cheras
56100, Kuala Lumpur.



PERSONAL INFORMATION

NRIC	: 890310-14-5940	Health	: Excellent
Nationality	: Malaysian	Sponsor	: PTPTN
Gender	: Female	Sponsor's Bond	: Not bonded
Status	: Single	Relocation	: Willingly

EDUCATIONS

2011 – 2015 Universiti Teknologi PETRONAS
Bachelor Degree - CGPA : 3.27/4.00

2009-2010 Universiti Industri Selangor
Foundation in Science - CGPA : 3.87/4.00

✓ AutoCAD
✓ CAD-SOFT
✓ EAGLE
✓ Multisim
✓ LTSpice

SOFTWARE SKILLS

✓ MATLAB
✓ PLC Omron
✓ LabVolt
✓ Proteus

✓ Cadence Spectre
✓ IC Programming
✓ Atoll – Network Planner
✓ Visual Basic Application

INDUSTRIAL EXPOSURE

PLM Engineering (M) Sdn Bhd
Location: Ampang
Duration: March 2015 - Current
Department: Quantity Surveyor (M&E)



JOB DESCRIPTION	Responsibilities	<ul style="list-style-type: none">• Prepare competitive costing for tender and budgetary project.
	Experience Gained	<ul style="list-style-type: none">• Gained knowledge in estimating cost for job.• Able to identify job or scope for a tender.• Communicate with various contractor to discuss in tendering and job scope of a project.
	Achievements	<ul style="list-style-type: none">• Successfully win 2 tender cost RM 300, 000 and RM 400, 000.

Maxis Broadband (M) Sdn. Bhd.
Location: Subang Hi-Tech
Duration: 7 month
Department: Network Operation Centre
Industrial Project: SMS Monitoring Tool



JOB DESCRIPTION	Responsibilities	<ul style="list-style-type: none">• Designed to monitor number or SMSes sent and received through the SMS centre.• Report and save daily data into server and display count which refreshes every 10 minutes.• Train the current operator to fully understand and operate the tool effectively with manual.
	Experience Gained	<ul style="list-style-type: none">• Gained knowledge in network operating system and procedure.• Able to programme using VBA.• Understand the operation and able to solve or assist technician in solving problems at site.
	Achievements	<ul style="list-style-type: none">• Successfully introduced new software to monitor, display and save data from the SMS server all over Malaysia in one place.

FINAL YEAR PROJECT

Title: Long Term Evolution (LTE) Network Planning in Ipoh City
Description: Research on LTE network capacity and coverage for future expansion. Monitoring towers coverage and number of users that can be satisfied by varying parameters such as antenna type, tower height, tilt angle and radius.

AWARD WINNING PROJECT

• 31st Science and Engineering Exhibition for Solar Energy Automated Fertilizer System Project – Bronze Medal 2013

OTHER PROJECTS			
PROJECTS		DESCRIPTIONS	
Solar Energy Automated Fertilizer System		Using solar energy to be used to distribute organic fertilizer with correct amount and save solar energy for rainy or night use.	
Electronic Music Box		Music box with coin selection controlling with multiple selection of songs. Simulate using LTSpice and covert to hardware.	
Electronic Roulette		Used variable IC in order to create mechanism act as a casino roulette.	
Oscillator with Amplitude Control Circuit		Created prototype using Pspice with 4-BJT's Differential Amplifier.	
Energy Demand Forecast Model		Designed, computed and analysed a forecast model using MATLAB neural network.	
Controlling of Electro-Pneumatic Actuators		Solving an electro-pneumatic manipulator sequences control consisting of three linear actuators and 3 (5/2)way, spring return solenoid valves	
Plant Process Control System		Analysed and improved the flow process performance using PID of the plant in university laboratory with PETRONAS standard.	
Dual Polarity DC Power Supply System		Design and fabricate Smart Dual Polarity DC Power Supply System.	
EXTRA CURICULUR ACTIVITIES			
	ACTIVITY	POSITION	DESCRIPTION
LEADERSHIP AND MANAGEMENT	CAMPAIGN BUNGA RAYA (SERUKUN)	Head Of Activity Department	<ul style="list-style-type: none">Responsible for all activityCoordinate events and flow of events
	Inter University Sport (SERUKUN)	Head Of Activity Department	<ul style="list-style-type: none">Responsible for medal, food and other relevant equipment in order to successfully conduct the event
SPORTS	Tug of War	Participant	<ul style="list-style-type: none">Inter university tug of war competition.
	Futsal	Goalkeeper	<ul style="list-style-type: none">An inter-course competitionRepresent EE engineering departmentChampion of Futsal Competition
RELEVANT COURSE TAKEN			AFFILIATION
<ul style="list-style-type: none">Circuit TheoryNetwork AnalysisElectromagnetic TheoryDigital Electronics I & IIAnalog Electronics I & IISignals and SystemsDigital Signal ProcessingIndustrial Automation and Control System		<ul style="list-style-type: none">Power ElectronicsComputational MethodsHealth, Safety & EnvironmentEngineers in SocietyElectrical MachinesFundamental of Programming ICommunication Systems	<ul style="list-style-type: none">Construction Industry Development Board (CIDB)Member of Institute of Engineering Malaysia (IEM)Secretary of Activity Bureau of Indian Society of UNISELSecretariat Rukun Negara (SERUKUN)Vice President of Indian Society (S.M.K Cochrane)Librarian-Monday Committee LeaderCaptain Of Ping Pong
REFEREES			
AP Dr. Irraivan a/I Elamvazuthi		Mr. Danesh Kumar	Mr Nor Idham bin Che Ghani
Senior Lecturer Electrical & Electronics Engineering Dept, Universiti Teknologi PETRONAS, 31750 Tronoh, Perak Darul Ridzuan Tel.: 05 – 3687882 Email: irraivan_elamvazuthi@petronas.com.my		Internship Superrvisor Assistant Manager NOC Maxis Broadband (M) Sdn Bhd Plot 12155 (Lot 13), Jalan Delima 1/1, Subang Hi-Tech Industrial Park, Selangor, 40000 Shah Alam, Malaysia Phone: 012-2040729 Email : KDANESH@maxis.com.my	Manager, Career Advisory Services, Student Support Services Department Universiti Teknologi PETRONAS, 31750 Tronoh, Perak Darul Ridzuan Contact: +6016-5929462 Email : noridhamcheghani@yahoo.com.my



UNIVERSITI
TEKNOLOGI
PETRONAS

TO WHOM IT MAY CONCERN,

Dear Sir/ Madam,

RE: RECOMMENDATION LETTER FOR CAREER PROGRESSION OF SIVASANTHINI S. MOHAN

It has been great pleasure, to write this letter of recommendation to Ms. Sivasanthini S. Mohan, a graduate from University Teknologi PETRONAS with B. Eng (Hons) Electrical and Electronic Engineering who had successfully attended Employability Workshop on 13th December 2015 in Bukit Jelutong. I would like to take this opportunity to recommend her to your organisation.

Sivasanthini has excellent communication skills with excellent personality. She is a talented person and always shows consistent interest in learning and achieving her goals. Being an obedient and trustworthy person, she also a reliable person.

To the best of my knowledge, Sivasanthini will not take the path of least resistance, rather, she will push herself to continue to grow and develop her knowledge and skills. Her technical knowledge, enthusiasm and passion towards engineering will be an asset to your company. I'm confident that she will be an outstanding employee in any organisation.

Therefore, I highly recommend her and believe that she will be a valuable asset to your esteemed company. I hope that you will give her application favourable consideration. If you need any further information regarding Sivasanthini, please do not hesitate to contact me.

Thank you.

Best regards

Yours sincerely,

NOR IDHAM CHE GHANI
Career Advisor,
Career Advisory Services,
UNIVERSITI TEKNOLOGI PETRONAS,
31750 Seri Iskandar
PERAK, MALAYSIA
+60165929462 / noridhamcheghani@yahoo.com.my / idhamg@petronas.com.my

UNIVERSITI TEKNOLOGI PETRONAS

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Lebuhraya Puchong - Sg. Besi, Bukit Jalil, 57000 Kuala Lumpur, Malaysia. Tel: 603-8994 1192 Fax: 603-8994 1193

www.utp.edu.my



UNIVERSITI
TEKNOLOGI
PETRONAS

21st December 2015

TO WHOM IT MAY CONCERN

RE: REFERENCE LETTER – Sivasanthini S. Mohan

It is with great pleasure that I am writing this letter of recommendation for Sivasanthini S. Mohan. In the past 3 years that I have known Sivasanthini, she has been an excellent student in my control system class. As an educator, my impression of Sivasanthini has always been positive, so I am pleased to write this letter as a way of helping her to achieve her goals.

As a student, Sivasanthini seems to be very active, responsive and enthusiastic towards learning. Not only she is a highly-motivated individual, she has also proven to be a hardworking and a persistent character. Her willingness to learn and strive to utilize her knowledge is manifested in the outcome of her many achievements, which makes her suitable for any endeavor.

On a personal note, Sivasanthini is confident with astounding professional skills in presentation, communications with her fellows and her scientific language. Not only she is independent, she proved throughout the period I knew her to be an effective team member. Her most notable traits are her overwhelming determination and dedication.

Based on my experience with Sivasanthini and taking into account her skills and personal traits, I can say without the shadow of a doubt that she would be successful at any goals she decides to pursue. If you have any further questions regarding my recommendation, please do not hesitate to contact me.

Yours truly,

.....
Dr. Irraivan Elamvazuthi

Associate Professor
Department of Electrical and Electronic Engineering
Universiti Teknologi
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Iskandar
31750 Tronoh, Perak
MALAYSIA
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Maxis Broadband Sdn Bhd
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Subang Hi-Tech Industrial Park
40000 Shah Alam
Selangor Darul Ehsan
Malaysia

P.O. Box 13447
50810 Kuala Lumpur
Malaysia

Mr Danesh Kumar Kanason
Network Manager
Maxis Mobile Sdn Bhd
012-2040729 (HP)

23 June 2014

To Whom It May Concern:

It is with great pleasure that I write this letter of recommendation for Sivasanthini S.Mohan. I first met her five months ago, at which times she was an intern under my supervision at Maxis Mobile Sdn Bhd. I hold her in the highest regard both personally and in working field.

Sivasanthini demonstrates the exceptional intellectual ability required to understand and apply the various skills in order to accomplish required task. She unquestionably derives considerable pleasure and satisfaction from the challenge of solving each and every task that have been assigned to her. This fact is certainly supported by his involvement in a variety of trainings and e-learning where she notably achieved a high score. Sivasanthini visited my cabin frequently for further explanation of the task given which is an effort to truly understand the material. She was very eager in completing all her task at her best, and was always open to correction of her mistakes.

In the six months that I have interacted with Sivasanthini, both inside and outside the working area, I have found her to be a polite, responsible, sincere, and an all-around respectable young girl. Sivasanthini's self-motivation and keen desire to learn are to be commended in this day and age when, to many, a good grade is the only matter of importance.

It was my great pleasure to have Sivasanthini as my intern. Overall, she is a very motivated and bright student, and I certainly believe that she has talent and drive to achieve success in future scholastic endeavours. I strongly recommend Sivasanthini into company to expand her knowledge, experience and also contribute to the company

Sincerely,

Mr Danesh Kumar Kanason
Network Manager

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