

CENTRE FOR DIPLOMA PROGRAMME

Ref : MMU/CDP/1141125161/2017/1630

Date : 05 February 2017

TO WHOM IT MAY CONCERN

Dear Sir / Madam

Re: **CONFIRMATION OF STUDENT'S STATUS AND INDUSTRIAL TRAINING PROGRAMME**

RUBASHINI A/P DORAIRAJ (I/C Number: 941103145216, SID: 1141125161), a final year diploma student at Multimedia University is currently undertaking the **Diploma in Business Administration** programme.

Industrial Training is part of the requirement of the Diploma Programme. The main objective of this programme is to expose students to practical working experiences. As such, this student is looking for a possibility of being attached to your establishment. The duration of the programme is approximately 12 weeks and is expected to commence on **13th March 2017 – 4th June 2017**.

I would appreciate if you could appoint a supervisor within your establishment to supervise the student's overall performance. The supervisor's evaluation will form part of the student's assessment of this programme. We would appreciate if you could assign a minimum of one project to the student during the training.


We would also appreciate if you could accept the above-mentioned student as a trainee at your establishment and reply before **3rd March 2017**. You may arrange an interview to assess the above student. If you decide to accept this student as a trainee, kindly fill up the attached confirmation form and return to us for further action.

Should you require further clarification, do not hesitate to contact the following:

No.	Name	Tel. No.	E-mail
1.	Nadhras binti Abu Hassan	06-2523040	nadhras.abuhassan@mmu.edu.my
2.	Ummu Umairah binti Mohd Yunus	06-2523135	umairah.yunus@mmu.edu.my

Thank you.

Yours faithfully,


.....
Dr. Ong Puay Tee
Director of CDP



Universiti Telekom Sdn. Bhd. (436821-T)
Centre for Diploma Programme, Multimedia University,
Cyberjaya Campus, Persiaran Multimedia, 63100 Cyberjaya
Tel: +603 8312 5241
Melaka Campus, Jalan Ayer Keroh Lama, 75450 Melaka
Tel: +606 252 3260
e-mail : diploma@mmu.edu.my Url : <http://cdp.mmu.edu.my>

Academic Achievement (Result Online)

Note: The print out of this page shall not be treated as an official document.

Page 1/2

Student Id : 1141125161
 Name : RUBASHINI A/P DORAIRA.J
 Degree : Diploma in Business Administration

Trimester 1 - 2014/2015

GPA	1.81	CGPA	1.81	Academic Status	PROBATION
Hours	15	Total Hours	15	Total Point	27.201
Code	Course Title				Grade
DBM5018	BUSINESS MATHEMATICS				F
DEC5018	MICROECONOMICS				C
DEN5018	ENGLISH				C+
DFA5058	FINANCIAL ACCOUNTING				C
DFB5018	FUNDAMENTAL OF BUSINESS				B-

Trimester 2 - 2014/2015

GPA	2.18	CGPA	1.98	Academic Status	PASS
Hours	12	Total Hours	27	Total Point	53.412
Code	Course Title				Grade
DAC5018	COMPUTER APPLICATIONS				C+
DBS5048	PRINCIPLES OF MARKETING				C
DEC5028	MACROECONOMICS				C-
DEN5048	EFFECTIVE COMMUNICATIONS SKILLS				B-
DPS5018	INTRODUCTION TO PROBABILITY AND STATISTICS				W

Trimester 3 - 2014/2015

GPA	2.00	CGPA	1.98	Academic Status	PASS
Hours	6	Total Hours	33	Total Point	65.412
Code	Course Title				Grade
DBS5018	BUSINESS MANAGEMENT				C
DEC5038	ENTREPRENEURSHIP				C
MPU2222	BASIC ACADEMIC WRITING				PS

Trimester 1 - 2015/2016

GPA	1.88	CGPA	1.96	Academic Status	PROBATION
Hours	12	Total Hours	45	Total Point	88.011
Code	Course Title				Grade
DBL5018	BUSINESS LAW				D
DBS5028	E-COMMERCE				C
DMG5038	MANAGEMENT ACCOUNTING				C+
DWD5038	WEB DESIGN				C

Academic Achievement (Result Online)

Note: The print out of this page shall not be treated as an official document.

Page 2/2

Trimester 2 - 2015/2016

GPA	1.48	CGPA	1.84	Academic Status	TERMINATED - REINSTATED
Hours	15	Total Hours	60	Total Point	110.199
Code	Course Title				Grade
DCS5148	INTRODUCTION TO INFORMATION SYSTEMS				F
DHR5018	HUMAN RESOURCE MANAGEMENT				C+
DIB5018	INTRODUCTION TO INTERNATIONAL BUSINESS				C+
DOB5018	ORGANISATIONAL BEHAVIOUR				D+
DOT5018	ORGANISATIONAL THEORY				D
MPU2409	PERSONAL SOCIAL RESPONSIBILITY				PS

Trimester 1 - 2016/2017

GPA	2.48	CGPA	2.08	Academic Status	PASS
Hours	12	Total Hours	66	Total Point	136.998
Code	Course Title				Grade
DBL5018	BUSINESS LAW				C+
DBM5018	BUSINESS MATHEMATICS				C+
DMM5018	INTRODUCTION TO MULTIMEDIA				C+
DOM5018	OPERATIONS MANAGEMENT				B-
MPU2312	INTRODUCTION TO CULTURAL PRACTICES IN MALAYSIA				PS

CURRICULUM VITAE

PERSONAL DETAILS

Name : RUBASHINI A/P DORAIRAJ
Address : NO.29 JLN PERMAISURI 3/6
SEKYSER BDR MAHKOTA CHERAS
43200 CHERAS, KAJANG
SELANGOR DARUL EHSAN.
Mobile : 016-2480301
E-mail : rubashini52@gmail.com
Date of Birth : 03/11/1994
Nationality : MALAYSIAN



TRAINING OBJECTIVE

- To be exposed to the real working environment and work situations in Management field.
- To have hands-on experience in their related fields.
- To get acquainted with the organization structure, business operations and administrative functions.
- To set the stage for future recruitment by potential employers.

EDUCATION HISTORY

2017 - Current Multimedia University, Malacca Campus.
Diploma In Business Administration
CGPA: 2.08

2007 – 2011 Sekolah Menengah Kebangsaan Bandar Baru SG.Long
Sijil Pelajaran Malaysia
2B 2C+ 2D 4E

CURRICULAR INVOLVEMENT & RECOGNISED ACHIEVEMENTS

2015 Organized PSR project on Anti Depression

2009-2011 Briged Siber

2007-2008 Pengawas Rakan Sebaya (PRS)

2007-2011 Persatuan Bulan Sabit Merah

OTHER SKILLS AND CERTIFICATES

Computer Skills:

- Microsoft XP applications (Word, Excel, Office, PowerPoint, Outlook, Access) – Advanced
- Microsoft Office Document Imaging and Scanning – Intermediate
- Acrobat Reader 6.0 – Beginner

Language Skills:

- Bahasa Malaysia (speaking, reading and writing skills) - Advanced
- English (speaking, reading and writing skills) - Advanced
- Tamil (speaking skills) - Intermediate

WORK EXPERIENCE:

- Messer Balendran Chong Advocate & Solicitor -2016
 - Did the basic accounts for the company and admin work.
- Starbucks KLCC#030# - 2012 to 2014
 - As a barista

PERSONAL COMPETENCIES

- Ability to work in a fast-paced environment to set deadlines
- Excellent oral and written correspondence with an exceptional attention to detail
- Highly organised with a creative flair for project work
- Enthusiastic self-starter who contributes well to the team

REFEREES

NADHRAH BINTI ABU HASSAN MMU ITP COMMITTEE 06-2523040 nadhrah.abuhasan@mmu.edu.my	UMMU UMAIRAH BINTI MOHD YUNUS MMU ITP COORDINATOR 06-2523135 umairah.yunus@mmu.edu.my
---	---

CENTRE FOR DIPLOMA PROGRAMME

INDUSTRIAL TRAINING REPLY FORM

Section A: Student Details (to be filled up by Student)

Student ID	Training Period:
1141125161	Start Date
Student Name	12/03/2017
RUBASHINI P DORAIRAJ	Completion Date
CDP ITP Committee's Name	04/06/2017
NADHRAH BINTI ABU HASSAN	Course: Diploma in Business Administration

Section B: Company Details (to be filled up by Company)

Company Name	Telephone	Fax
.....		
Company Address & registration number	Postcode	State
.....		
Company supervisor's name	Working experience	
.....	years	
Designation	Academic Qualification	
.....		
Department	Area of Expertise	
.....		
Telephone (direct line if available)	Email	
.....		
Department/section that the student(s) will be assigned to:	Each student will receive the following remuneration	
.....	RM	Basic Salary/Allowance
	RM	Other allowance
		Cross (X) if None
Job Title designed to the student:	Familiarity with internship programs:	
.....	Has your company recruited interns before?	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
The student(s) will work with	Signature of Authorised Personnel & Official Stamp	
Please tick (✓) one or more appropriate box.		
<input type="checkbox"/> Permanent Employees		
<input type="checkbox"/> Customers/Clients		
<input type="checkbox"/> Other students/Trainees		

Date: / /

General description of possible duties/job responsibilities/project to be performed

.....

.....

.....

.....

Nature of business

Please tick (✓) one or more appropriate box.

IT Related Industries	Business/Professional Industries	
<input type="checkbox"/> Computer Sales & Services	<input type="checkbox"/> Retail Trade	<input type="checkbox"/> Insurance Services
<input type="checkbox"/> Telecommunication Services	<input type="checkbox"/> Manufacturing/Factory	<input type="checkbox"/> Real Estates/ Construction
<input type="checkbox"/> Internet/Online Services	<input type="checkbox"/> Hotel/Restaurant	<input type="checkbox"/> Technical/R & D
<input type="checkbox"/> Software Developers	<input type="checkbox"/> Transport/Warehouse	<input type="checkbox"/> Public Services
<input type="checkbox"/> E-commerce	<input type="checkbox"/> Engineering/Architecture	<input type="checkbox"/> Public Administration
<input type="checkbox"/> Multimedia Developers	<input type="checkbox"/> Accounting/Legal Services	<input type="checkbox"/> Defence/Police/Fire Dept
<input type="checkbox"/> IT-related Education	<input type="checkbox"/> Non-IT Training	<input type="checkbox"/> Medical/Health
<input type="checkbox"/> Web Hosting	<input type="checkbox"/> Financial Institutions	<input type="checkbox"/> Electricity/Water
<input type="text"/> Others (please specify)	<input type="text"/> No. of employees (Please specify if less than 5)	
	<input type="checkbox"/> < 5 <input type="checkbox"/> < 10 <input type="checkbox"/> < 50 <input type="checkbox"/> > 50	

Company IT infrastructure (*optional)

Please tick (✓) one or more appropriate box.

IT Department <input type="checkbox"/> Yes <input type="checkbox"/> No	Operating System
Internet Access <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> UNIX <input type="checkbox"/> LINUX <input type="checkbox"/> MAC OS <input type="checkbox"/> Windows 9X/ME <input type="checkbox"/> Windows NT/2000/XP <input type="text"/> Others (please specify)
Server <input type="checkbox"/> Yes <input type="checkbox"/> No
Database <input type="checkbox"/> Yes <input type="checkbox"/> No	Programming Languages
<input type="text"/> If yes, please specify	<input type="checkbox"/> C/C++ <input type="checkbox"/> JAVA <input type="checkbox"/> ASP <input type="checkbox"/> PHP <input type="checkbox"/> Perl/CGI <input type="checkbox"/> Visual Basic <input type="text"/> Others (please specify)
.....

Please send this form before **3rd March 2017**. You may send this form via:

1. email : Please scan this form and send to cdpntp@mmu.edu.my
2. or fax to **06-2313004**.
3. Or post to: Centre for Diploma Programme
Multimedia University, Cyberjaya Campus,
Persiaran Multimedia,
63100 Cyberjaya

Thank you for completing this form and we appreciate your cooperation. We hope that this good relation will continue in the future. If you are interested to know about our diploma programmes, please visit our website (<http://cdp.mmu.edu.my>).