**RESUME**

****

**JENNIFER D/O MICHAEL**

Contact Details

Address : No 1-12 Blok C Jalan Bahagia

Off Batu Unjur, Taman Chi Liung Baru Pandamaran

42000 Pelabuhan Klang, Selangor

Telephone No. : -

Mobile No. : 010-9181300

Personal Particulars

Age : 23 years

Date of Birth : 16th April 1994

Nationality : Malaysia

Gender : Female

Marital Status : Single

IC No. : 940416-10-5122

Permanent Residence : Malaysia

Educational Background

**Primary/Secondary School/ PMR / SPM/"O" Level**

Field of Study : Accounts/Liberal Arts

Major :

Institute/University : Sekolah Menengah Kebangsaan (P) Raja Zarina

Grade :

Graduation Date : 2011

**College/University on Diploma**

Field of Study : Business Management

Major :

Institute/University : University Selangor Shah Alam

Grade : 2.65

Graduation Date : October 2015

**College/University on Degree**

Field of Study : Business Management

Major :

Institute/University : University Selangor Shah Alam

Grade : 3.06

Graduation Date : -

Languages

(**Proficiency**: 0=**Poor -** 10=**Excellent**)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Language** |  | **Spoken** |  | **Written** |
| Tamil |  | 10 |  | 10 |
| Bahasa Malaysia |  | 10 |  | 10 |
| English |  | 10 |  | 10 |

Additional Info

**Objective**

My objective is to target on position in any field using my excellent communication skills and

Integrate present and emerging technologies to accomplish challenging and difficult

organizational missions and operations. To gain experience in managing highly sophisticated

projects in near future.

**Strengths**

I can conclude myself as a good team player in an organization. I always work hard towards

quality work performances. My positive attitude is driven with proper time management skills

and energetic all the times. I am also a very dependable person as I never hesitate to work

late. I also have a good working attitude, self-motivated, strong discipline and meticulous.

Availability : May 2017

Miscellaneous

Expected Monthly Salary : RM 700.00 (Negotiable)

Willing to Travel : Yes

Willing to Relocate : Will Consider

Possess Own Transport : Yes

Position Applied For : HR / Admin / Clerk / Account