**Education / Academic Background**

* Level: Bachelor of Business (Hons) (Business Administration)

Institution: Taylors Lakeside University (Taylors) (2014 – present)

* Level: Foundation in Accounting

Institution; University Tenaga Nasional (Uniten) (2013- 2014)

**Grade/CGPA: 3.52**

* Level: Sijil Pelajaran Malaysia (SPM)

Institution: SMK Muhibbah, Sungai Siput (U), Perak (2011 – 2012)

**Work Experience**

Date joined: 30th Dec 2014 – 11th March 2015 (3 months)

Organization/Company: Aeon Bandar Sunway – Bandar Sunway

Position/Designation: *Sales Assistant*

Reason of Leaving: End of Semester Break

**Skills and Abilities**

* Language

- Malay Language (read, written, spoken)

- English (read, written, spoken)

- Tamil (read, spoken)

* Computing Skills

- Basic knowledge on Microsoft Windows XP, Windows 7, Windows 8

- Basic knowledge on Microsoft word, Power point and Excel

- SPSS

* Communication Skills

- Good written and verbal presentation skills

* Interpersonal Skills

- Willing to learn and try new things

- Able to handle multiple tasks

- Able to work under pressure to meet deadlines

**AWARDS / ACHIEVEMENTS / CURRICULAR ACTIVITIES**

* Secretary Prefect of SMK Muhibbah (2011 - 2012)
* Debater of SMK Muhibbah (2010)
* Participant of Accounting Symposium (2014)
* Participant of ILead Conference ( 2015)
* Participant of Business Symposium ( 2014)
* Participant Fresh Mart Taylors Uni (2015)
* Participant in Community Service (Deaf in Business)

**References**

* Ms Natasya Saat

Program Director (Business Administration)

School of Business

Taylors Lakeside University

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