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| **PERSONAL DETAILS**  **RAJESWARY D/O RAMAN** |

**Address :** No 9, Jalan Muara 24, Taman Muara Esbee Sungai Buloh, 45800 jeram,

Kuala Selangor, Selangor Darul Ehsan.

**Mobile No :** 011-33410407

**Gender :** Female

**Age :** 20 years

**Email :** rajesraman2304@gmail.com

**NRIC :** 950123-10-5398

**Nationality :** Malaysian

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| **EDUCATION BACKGROUND** |

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| YEAR | ACADEMIC |
| 2015 current | **Pursuing** **Diploma in Office Management**  City University College of Science and Technology  Menara City U, No .8, Jalan 223/51A , Selangor, 46100 Petaling Jaya, Malaysia.  Current CGPA : 3.17  Subject Taken : Global English, Bahasa Kebangsaan A, Professional Communication, Basic  Entrepreneurship, Principles of Accounting 1, Introduction of Business, Pengajian . Malaysia 2, Badminton Club(co-curriculum), Office Administration 1, Document  Processing 1, Computer Software Applications, New Direction in English,  Professional Personality Development, Principles Of Management,  Organizational Behavior, Record Management, Financial Management,  Administration Of Office Management, Office Simulations, Administrative  Skills, Business Mathematics, Public Relations, Human Resource Management,  Executive Note Taking, Office Administration II, Document Processing II,  Corporate Compliance, Bahasa Melayu Pengurusan Pentadbiran,  Interpersonal Communication. |
| 2012 | **Sijil Pelajaran Malaysia (SPM)**  Sekolah Menengah Kebangsaan Sultan Abdul Aziz Shah.  Result :1b+,1c+,2c,3d,4e |
| 2008 | **Peperiksaan Menengah Rendah (PMR)**  Sekolah Menengah Kebangsaan Sultan Abdul Aziz Shah.  Result :5c,3d |

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| **LANGUAGE** |

**Language Spoken Written Comprehensive**

Bahasa Malaysia Good Good Good

English Good Good Good

Tamil Excellent Excellent Excellent

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| **PERSONAL CHARACTERISTIC** |

Personal Qualities : Excellent interpersonal skills, outgoing and strong ability to communicate

Effectively with all level in organization.

Preferred Work Style: Prefer Working in a fairly organized environment, where my performance can

be measured in some accuracy. Being an ambitious person, yet realistic about my

my changes of completing a task successfully.

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| **SKILLS** |

* Proficient in Microsoft Office application (Word, Power Point & Excel)
* Speed typing
* Note taking
* Arranging files
* Ability to work individually and as a team member

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| **WORKING EXPERIENCE** |

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| **REFERENCES FOR INDUSTRIAL TRAINING** |

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| * **Mohd Akmal Bin Mohd Aduros**   Program Coordinator / Lecturer  City University College of Science and Technology  Menara City U, Petaling Jaya.  Phone Num : 03-79491600 | * **Mohd Lutfi bin Abdul Halim**   Head of Academic  City University College of Science and Technology  Menara City U, Petaling Jaya  Phone Num : 03-79491600 |