1. **Personal Information:**

Name : Yuvarani A/P Tangayah

Address : No.14, Lorong Dato Abdul Hamid

30’B Taman Sentosa,

41200 Klang, Selangor.

Contact No : 016-9794705

Email Address : [yuvarani5693@gmail.com](mailto:yuvarani5693@gmail.com)

Date of Birth : 5th June 1993

Age : 22

Marital Status : Bachelor

Nationality : Malaysian

1. **Education Qualification:**

2013-2015 : UNITAR International University

Bachelor of Business Administration (Hons)

(Major in Human Resource)

2011-2012 : University Tun Abdul Razak (UniRazak)

Foundation Programme in Management

2006-2010 : SMK (P) Bukit Kuda, Klang

Sijil Pelajaran Malaysia (SPM)

1. **Career Objective:**

To seek for my first career opportunity in HR field:

-enable myself to gain experience and to find my passion

-to gain new knowledge and understanding of various field in HR

-professional advancement and good future

1. **Language:**

|  |  |  |  |
| --- | --- | --- | --- |
| Language | Speaking | Reading | Writing |
| English | Proficient | Very Well | Very Well |
| Bahasa Malaysia | Very Well | Very Well | Very Well |
| Tamil | Very Well | Basic | Basic |
| Mandarin | Basic | Basic | Basic |

1. **Computer Skills:**

* Microsoft Office (Intermediate/Advance): Word, Excel, PowerPoint
* Troubleshooting desktop

1. **Personal Strength:**

I have been described a very hard working person with good work ethics by my peers. I am much disciplined when it comes for my ethics from time management to my ability to complete assignments given to me. I am quick learner and a great team player, whatever goals I set I ensure completes them within stipulated time. I am willing to learn and accept any consequences from my action even willing to travel to pursue my carrier.

1. **Relevant curriculums:**

SMK(P) Bukit Kuda, Klang: -Vice President of Moral Society

-Prefect of Free Text Book Borrowing Scheme (SPBT)

-Member of SLAD

-Member of PBSM

-Member of Badminton Club

1. **References:**

**Normaziah Binti Che Musa**

Lecturer

Faculty of Business Technology and Accounting (FBTA)

UNITAR International University

(019-2575012)

**Fatimah Pa’wan**

Lecturer

Faculty of Business Technology and Accounting (FBTA)

UNITAR International University

(012-2727681)

**Abdul Aziz Bin Mohamed**

Lecturer

Faculty of Business Technology and Accounting (FBTA)

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