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|  |  | OBJECTIVE To be part of the well-known company to continuously develop my skills and to bring success toward company’s goal. |
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|  |  | EXPERIENCETemporary school teacher  *Sekolah Kebangsaan Manek Urai Lama* April 2012 Provide an excellent students and able to gain more experience and the psychology of the kids |
|  |  | **Industrial Trainee**  ***Hospital Kuala Krai Kelantan*  March to May 2015**  Gaining an industry skills and exposure in human resources practices and management in Employee Relation, Recruitment and Training and Development  *Employee Relation (March)*   * Provide advice and support on all employee relations issues * Help to ensure a fair and consistent approach to an organizations policies and procedures, thus promoting positive ER culture within the business, whilst minimizing risks * Create an effective case management of people related issues such as disciplinarians, performance management and absence * Developed effective relationship with the business to promote good employee relations across the organization * Monitored trends in employment practices and advising on appropriate proactive action * Provide advice and guidance on disciplinary and coaching managers where appropriate   *Recruitment (April)*   * Provided guidance and utilized on disciplinary time management during onboarding the new hired * Manages the entire staffing process: recruits, screens, interviews, tests and selects employees to fill vacant positions throughout organization * Writes recruitment advertisements for posting in newspapers, internet and other recruiting sources (Job Street) * An arrangement for the assessment of the qualifications of an applicant * An arrangement for new hired from guard’s gate to the hiring manager * A guidance procedure for new hired, contain orientation from day 1, involving varies department   **Membership consultant at True Fitness (Jan2016-March2016)**  Able to improve good communication skills and create a good experience with clients.  **Global executive officer (customer service) (April 2016- Now)**   * Having experience in credit card department * Able to solve customer’s problem * Salary (RM2600)   **Human Resource Executive LEOPAD GROUP**   * **Training and development** * **Documentation** * **Employee training/conduct course** |
|  |  | EDUCATIONBachelor of Business Administration (Hons) in Human Resources *UniversitiTenagaNasional (UNITEN KSHAS, Pahang)* Graduated August 2015  * Major in Human Resources * Minor in Business Administration   *Related Course Work:*   * Occupational Health and Safety, * Cross-Cultural Management, * Industrial Law, * Recruitment and Selection * Training and Development   *CGPA Result:***2.75** |
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|  |  | SKILLS  * Proficient in Microsoft Office, Operating system and Adobe Photoshop * Able to working as a team * Independent, quick learner and self-motivated * Excellent verbal and oral communication in Malay and English * Good interpersonal skills |

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|  |  | HIGHEST ACHIVEMENTS  * MALAYSIA BOOK OF RECORD (LOGO 1 MALAYSIA) (PRESIDENT FOR HUMAN RESOURCE CLUB)  REFERENCES **FATINI HANIM BT MOHD TAUFEK** Lecturer, Department of Management & Human Resources UNITEN Campus Sultan Haji Ahmad Shah 27000 Muadzam Shah, Pahang Mobile: 012-3208674| Office: 09-4552020 | Ext: 3163 Email: [fatini@uniten.edu.my](mailto:fatini@uniten.edu.my)  **MARILYN HEMA NAVEENDAN**  **TRAINER HSBC**  **CONTACT NUMBER: 0162146955** |
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RAJA SUNDHARI A/P CHANDRASEKARAN

No7 Taman Teluk Pulai,

Klang

*rajasundharic@yahoo.com*

0164489391

28th November 2016

Dear Sir/ Madam,

I am writing to inform you towards my great interest in your organization. As referred to my educational background and also management skills, I believe I am eligible for the position in your organization. In addition I also have experience in Hospital Kuala Krai and did my practical for two months as a Junior Executive Human Resource. Apart from that I have experience in True Fitness as a membership consultant and HSBC Cyberjaya (Customer Service). Apart from that, I was working at LEOPAD GROUP as Human Resource Executive.

I’m specializing in Human Resource Management, it is an advantage for the organization to have new ideas or Y generation thinking style in order to manage and solving issues regarding human resource management such as recruitment, on boarding process, compensation, and also industrial relation. In addition, with the advancement of technology, as the technology oriented generation, I may be able to combine together the theoretical knowledge of human resource management with the advance technology in maximizing the prosperous of the company in the business. My enthusiastic involvement in many activities outside of the academic circle as well has served me well in nurturing my leadership and communication skills, which are essential to succeed in the real industry. I’ve already attached my resume.

In addition, as a Business graduates, I may able to establish good connection between the organization, employees, students and the society in the same time boosting up the company’s reputation. As the reputation enhanced, it is an extra propensity for an organization business triumph. My enthusiastic involvement in many activities outside of the academic circle has served me well in nurturing my leadership and communication skills, which are essential to succeed in the working world.

Therefore, if I have been given the opportunity to be a part of this  community, I will put forward all my capabilities and skills, working together towards achieving organization mission, vision, and goals.

I am really looking forward to hear from you soon and many thanks in advance for your time and kind consideration.

Sincerely,

Raja Sundhari Chandrasekaran