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**NANTHINI MATHIYALAGAN**

Address: No 60 Jalan Dato Abdul Hamid 16, Taman Sentosa 41200 Klang,

Selangor Darul Ehsan

Mobile: 012 2424214

Email: [nanthini\_tanis@yahoo.com](mailto:nanthini_tanis@yahoo.com)

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| PERSONAL DETAILS |

Full Name : Nanthini Mathiyalagan

Gender : Female

Date of Birth : 17 January 1996

Language known : English, Bahasa Malaysia, Tamil.

Marital Status : Single

Occupation : Fresh College Graduate

Health : Very good

Interest : Music, reading, travelling

Personal Features : Eagerness to learn, hard–working, work endurance, creativeness

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| JOB OBJECTIVE |

I am a recent college graduate seeking a position that will allow me to use my Diploma in Business Administrative Management, my practical experience, strong interpersonal skills as well as my eagerness to contribute to apply what i was taught at mu Universiti Selangor to progress and develop within my job.

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| EDUCATIONAL BACKGROUND |

2014 – 2016 **→ UNIVERSITI SELANGOR**

Shah Alam Campus Jalan Zirkon A 7/A, Seksyen 7, 40000 Shah Alam,

Selangor Darul Ehsan.

**Graduated:** September 2016

**Academic:** Diploma in Business Administrative Management

2012 – 2013 →**SEKOLAH MENENGAH KEBANGSAAN SRI ISTANA**

Jalan Istana, 41000 Klang, Selangor Darul Ehsan

**Sijil Pelajaran Malaysia (SPM)**

2009 – 2011 →**SEKOLAH MENENGAH KEBANGSAAN SRI ISTANA**

Jalan Istana, 41000 Klang, Selangor Darul Ehsan

**Pemeriksaan Menengah Rendah (PMR)**

2003 – 2008 →**SEKOLAH KEBANGSAAN (2) SIMPANG LIMA**

Persiaran Raja Muda Musa, 41200 Klang, Selangor Darul Ehsan.

**(UPSR)**

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| EXTRACURRICULAR ACTIVITIES |

Universiti Selangor

2016 **SECRETARY**

**Event Food Fest Gempak Unisel**

2016 **SECRETARY**

**Community Service Program**

**“Jelajah Kampung”**

2016 **MIND EXPRESSO**

Participant

2016 **ASSISTANT SECRETARY**

**Community Service Program**

**“A Night with Homeless”**

2015 **THE ECO FUN RUN**

Participant

Sekolah Menengah Kebangsaan Sri Istana

2013 **MINGGU KARNIVAL KOKURIKULUM**

Pertandingan Kawad Kaki

PASUKAN BADAN BERUNIFORM BULAN SABIT MERAH

2011 **ANUGERAH KECEMERLANG HAL EHWAL MURID**

**Anugerah Kepimpinan Kelas**

2010 **ANUGERAH KECEMERLANG HAL EHWAL MURID**

**Sahsiah Berhemah**

2009 **PEMBIMBING RAKAN SEBAYA (PRS)**

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| SPECIAL SKILLS |

* Proficient in Microsoft Office (Words and PowerPoint).
* I posses good communication skills.
* Know basic Office Procedures (answering telephone calls, handling mail, filling etc).

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| REFERENCE |

Madam Hasdalinda Binti Hasim

Contact number: 013 3407777

Email id: hasdalinda@unisel.edu.my