

RATHA A/P ANBALAGAN
NO 17 JALAN PU 10/9B,
TAMAN PUCHONG UTAMA,
47100 PUCHONG,
SELANGOR DARUL EHSAN
TELEPHONE NO (H/P) : 017 - 663 6603
EMAIL : rathanbu28@gmail.com

PERSONAL DETAILS	NRIC NO : 900728-08-5574 DATE OF BIRTH : 28/7/1990 AGE : 36 SEX : FEMALE MATERIAL STATUS : MARRIED NATIONALITY : MALAYSIAN RACE : INDIAN RELIGION : HINDU LANGUAGE SPOKEN : ENGLISH, MALAY AND TAMIL WRITTEN : ENGLISH, MALAY EXPECTED SALARY : MYR 3,600 (Nego)
OBJECTIVE	TO BE GIVEN AN OPPORTUNITY TO GROW WITH THE COMPANY IN MEETING IT'S OBJECTIVES AND GOALS
INTERPERSONAL TRADES	<ul style="list-style-type: none"> - HARDWORKING AND DEDICATED. - FOCUSED IN ACHIEVING DESIRED OBJECTIVE AND GOALS - ABLE TO LEARN AND ADAPTTO CHANGES QUICKLY - SELF-MOTIVATED, RESPONSIBILITY, AMBITIOUS - GOOD TEAM WORK, GOOD COMMUNICATION, INTERPERSONAL SKILLS - RESULT ORIENTED CAPABLE TO MEET DEADLINES - ALWAYS TRY TO IMPROVE MYSELF AS WELL AS MY WORK - ADAPTED TO A NEW WORKING ENVIRONMENT - WILLING TO RELOCATE - WILLING TO LEARN NEW THINGS
EDUCATION BACKGROUND	YEAR : 2003 - 2005 SEKOLAH MENENGAH KEBANGSAAN JALAN BUKIT (PMR) YEAR : 2006 - 2007 SEKOLAH MENENGAH KEBANGSAAN JALAN BUKIT (SPM) YEAR : 2008 - 2010 KUALA LUMPUR INFRASTRUCTURE UNIVERSITY COLLEGE DIPLOMA IN BUSINESS ADMINISTRATION

**WORKING
EXPERIENCES**

APEX INVESTMENT SERVICES BERHAD

ADDRESS : MENARA APEX, OFF JALAN SEMENYIH, BUKIT MEWAH, KAJANG

JUNE 2011 - SEPTEMBER 2013

POSITION HELD : SENIOR CLERK - FINANCE & OPERATION GROUPS

- PRINT BANK STATEMENT (HSBC, MBB, RHB & RHB)
- MAKE ONLINE PAYMENT ALLOT & STA3
- SENT OUT DOCUMENT TO DESPATCH
- PREPARE CHEQUE REQUISITION
- PREPARE CODE
- ISSUE CHEQUE (USE CHEQUE WRITTER)
- KEY IN DATA IN CASH BOOK
- KEY IN DATA FIGURE BY USING FORMULA
- KEY IN ACCPAC SYSTEM (EXPENSES, COMMISSION, PETTY CASH & INCOMING)
- BANK RECONCILE - COMPANY ACCOUNT
- ANSWERING CALLS FROM BANK & THIRD PARTY
- TELEGRAPHIC TRANSFER (TT) & BANK DRAFT
- TRANSFER FUND
- FILLING
- PREPARE PETTY CASH
- KEY IN DATA IN ACCPAC (DOCUMENTS RECEIVE FROM OTHER DEPARTMENTS)
- PAYMENT BLOOMBERG
- SCANNING & FAX
- DEBIT NOTE (LETTER HEAD)
- WRITE INPUT DATA
- BANK RECONCILE - FUND
- FUND PLACEMENT
- TRUSTEE REPORT - ALLOTMENT & REDEMPTION
- CALCULATE EQUALIZATION
- PLACEMENT - CALCULATE INTEREST
- DIVIDEND (ENTITLEMENT)
- KEY IN SYSTEM (JOURNAL ENTRY & TRIAL BALANCE)
- COPY & PASTE (PROVISIONAL POST TO EXCEL FORMAT)
- CALCULATE PRICING OF THE DAY (NAV, PRICING STATEMENT)
- UPLOAD PRICING - BLOOMBERG & FMS

SALARY : RM 1300

KEJURUTERAAN ASASTERA SDN BHD

ADDRESS : TAMING JAYA INDUSTRIAL PARK, 43300, BALAKONG

OCTOBER 2013 - MARCH 2014

POSITION HELD : GENERAL CLERK / RECEPTIONS

- ASSISTS THE ADMINISTRATIVE DEPARTMENT IN CLERICAL WORK
- PREPARE LETTERS, DATA ENTRY, OFFICE SETUP, TELECOMMUNICATION DEVICE
- UPDATES INCOMING & OUTGOING CORRESPONDENCE RECORD
- PROPER FILLING OF ALL GENERAL DOCUMENTS AND RECORD
- HANDLES INCOMING PHONE CALLS AND FAXES
- ARRANGE DOCUMENTS TO DESPATCH
- ARRANGE FOR MEETINGS
- DISTRIBUTES CIRCULARS TO RELEVANT PERSONNEL WITHIN THE COMPANY

	SALARY : RM 1500
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STADTHOUSE ENTERPRISE SDN BHD

ADDRESS : SEKSYEN 9, BANDAR BARU BANGI, 43650 SELANGOR

MARCH 2014 - APRIL 2016

POSITION HELD : BUSINESS & ADMIN EXECUTIVE

- READING, MONITORING, & RESPONDING TO EMAILS, FAXES & POST
- ANSWERING CALLS AND HANDLING QUERIES
- ARRANGE MEETING WITH CUSTOMERS
- LIASE WITH STAFF, CLIENTS AND BANK
- WRITING MINUTES OF MEETINGS
- SOURCING & ORDERING STATIONERY & OFFICE EQUIPMENT
- PREPARE MONTHLY REPORT
- PREPARE SALARY FOR STAFF & REPORT
- ISSUE INVOICE, DELIVERY ORDER, CREDIT NOTE, PURCHASE ORDER AND ETC
- PRINT B2B
- KEY IN DATA IN SYSTEM (SQL)
- ASSIST IN THE RECRUITMENT PROCESS
- SET UP INTERVIEWS
- PREPARE EPF, SOCSO, EMPLOYMENT LETTER AND ETC
- ORDER STOCK FROM SUPPLIERS
- CHECK STOCK IN WAREHOUSE
- TAKE NOTE DURING MEETING
- FINALIZED ARTWORK FOR OWN PRODUCTS
- CARING OUT BACKGROUND RESEARCH
- BEING INVOLVED IN DECISION - MAKING
- HANDLE GST - UNTIL ENDING

SALARY : RM 2000

SUPER POLY INDUSTRIES (M) SDN BHD

ADDRESS : BANDAR BUKIT PUCHONG, 47100 PUCHONG

JAN 2017 - MAC 2020

POSITION HELD : GENERAL CLERK - PRODUCTION DEPARTMENT

- READING, MONITORING, & RESPONDING TO EMAILS, FAXES & POST
- ANSWERING CALLS AND HANDLING QUERIES FROM CUSTOMER
- CHASE PAYMENT WITH CUSTOMER
- RECEIVED DOCUMENTS
- SOLVE CUSTOMER QUERIES.
- REPLY CUSTOMER ORDER VIA EMAIL OR CALLS
- PREPARE SALES ORDER (SQL), JOB CARD AND STICKER FOR CARTONS
- PREPARE INVOICE & DO
- HANDLE PRODUCTION LINE
- FOLLOW UP ON STATUS OF ORDER
- RECEIVING COURIER
- PREPARE TEMPORARY DELIVERY ORDER
- PREPARE CERTIFICATION OF ANALYSIS (COA)
- PREPARE NEW JOB CARD FOR NEW LABEL
- CHECK CUSTOMER OUTSTANDING ORDERS

VK TRANSPORT SDN BHD

ADDRESS : PULAU MERANTI PUCHONG, 47100 PUCHONG

**WORKING
EXPERIENCES**

APR 2020 - MAC 2023

POSITION HELD : ADMIN ASSISTANCE

- ATTEND PHONE CALLS FROM CUSTOMER
- REPLY EMAIL
- PREPARE QUOTATION, INVOICE & DO (HICOM & ETC)
- CHECK LORRY MILEAGE, RELOAD TOUCH & GO
- ARRANGE MEETING ROOM, TAKING MINUTES OF MEETING
- PREPARE PETTY CASH FOR SUPERVISOR
- PREPARE SALARY SLIP, PAY KWSP & SOCSO
- KEY IN DATA IN AUTOCOUNT SYSTEM
- PREPARE MONTHLY PAYMENT LIST & EXPENSES
- INVOLVE IN INTERVIEW PROCESS
- UPDATE WORKERS DETAILS
- FILLING DOCUMENTS

JUNGLE LEAF OASIS SDN BHD

ADDRESS : BANDAR PUTERI, PUCHONG

MAC 2023 - MAC 2025

POSITION HELD : ADMIN ASSISTANCE

- ATTEND CUSTOMER ENQUIRY & PHONE CALLS
- PREPARE MONTHLY EXPENSES
- REPLY EMAIL - SUPPLIER ,CUSTOMER ,AUDITOR
- PAY BILLS TO SUPPLIER USING ONLINE - MBB & CIMB
- UPDATE CUSTOMER PAYMENT USING EXCEL
- PAY KWSP & SOCSO USING PORTAL
- FILLING PAYMENT VOUCHER, CLAIM FORM & ETC
- COMPILE DOCUEMNTS SENT TO AUDITOR OFFICE

SUPER POLY INDUSTRIES (M) SDN BHD

ADDRESS : BANDAR BUKIT PUCHONG, 47100 PUCHONG

MAC 2025 - PRESENT

POSITION HELD : ACCOUNTS ASSISTANCE

- KEY IN DATA USING SQL SYSTEM
- BANK RECONCILE - RHB
- KEY IN PAYMENT RECORD
- REMIND CUSTOMER TO MAKE PAYMENT
- PREPARE INVOICE & DO
- PREPARE TEMPORARY DELIVERY ORDER
- UPDATE STOCK
- REPLY EMAIL TO CUSTOMER & SUPPLIER
- EMAIL CUSTOMER SOA
- PREPARE MONTLY SALES REPORT
- UPDATE SALES PERSON WITH THE MONTLY SALES REPORT
- SUBMIT E-INVOICE

<p>EXTRA CURRICULAR ACTIVITIES</p>	<p>POSITION HELD IN SCHOOL : MEMBER OF " RENJER PUTERI" (2007) MEMBER OF " KELAB PELANCONGAN" (BENDAHARI) (2007) MEMBER OF " BADMINTON" (2007)</p>
<p>OTHERS</p>	<p>ACCPAC SYSTEM SQL SYSTEM B2B COMMERCE AML (Anti Money Laundering) FULL CLEAN DRIVING LICENSE (B2, D)</p>
<p>REFERENCES</p>	<p>MS LIM (FINANCE MANAGER) - 03 - 8736 1118 MR TAN CHENG HAN (FINANCE MANAGER) - 03 - 8736 1118 MS CHRISTINE (HUMAN RESOURCES) - 03 - 8961 8212 MR NARASIMAN (DRIVER) - 014 - 726 4195 MS NORSALIHA - 019 - 318 3181</p>

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