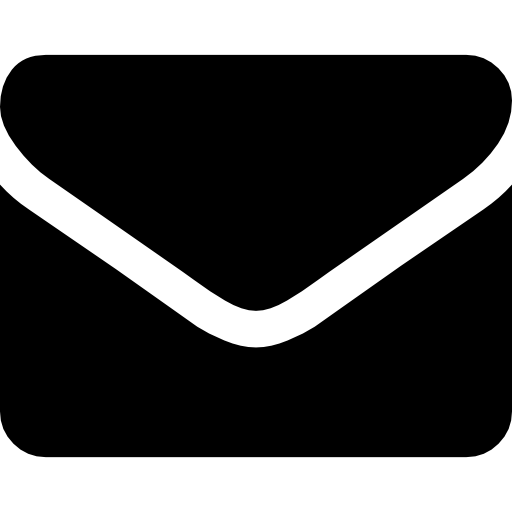
THANALETCHMI KANASEE

To learn something new from the experts in order to get extensive knowledge that can improve myself besides sharing and utilizing my skills and knowledge in the company.

 missthana93@gmail.com

 Block DG16 Jalan Barli Bandar Baru Uda 81200 Johor Bahru

* **DOB :** 06 August 1993
* **AGE :** 26 years old
* **RACE** : Hindu
* **NATIONALITY :** Malaysian
* **STATUS** : Single
* **AVAILABILITY** : Immediately
* **EXPECTED SALARY :**

RM 2,000 – RM 2,500

**STRENGTH**

 0149026187

**INFO**

1. Can work under pressure
2. Can work with low / min supervision
3. Trustworthy
4. Excellent people relations skills and human resources

**March 2019 - June 2019**

**March 2018 - January 2019**

**EXPERIENCE**

**2017**

**2015**

**2010**

Certification in Business Accountant

*Citypro Institution Johor Bahru*

Pass

Foundation in Business Administration

*Universiti Tun Abdul Razak*

CGPA: 3.03

Sijil Pelajaran Malaysia (SPM)

*Sekolah Menengah Kebangsaan Bandar Baru Uda*

Result: 5A 1B 3C

**EDUCATION**

Position : Customer service

Company : Giant Hypermarket Tampoi

Job Description :

* *Serves customers by providing information; responding to requests; resolving problems; collecting revenue.*
* *Improves quality results by evaluating processes; recommending changes*
* *Provides information to customers by verifying understanding of request; answering questions; offering assistance*

Position : Admin & HR Assistant

Company : RGN Transportation

Job Description :

* *Maintain updated systems for filing, inventory, mailing, and databases*
* *Type, format, proofread and edit documents from notes*
* *Communicate with customers, employees, and others to answer questions, address complaints, explain information, and take orders*
* *Keep a thorough record of business transactions and enter data from daily work logs into the company’s general ledger system*
* *Maintain a good relationship with customer, suppliers and workers.*

Mrs.Suganyha

RGN Supervisor

010 6662575

**REFERENCES**

English

Malay

Poor Fair Excellent

**LANGUAGES**

**Punctual**

Excellent

**Diligent**

Excellent

**Teamwork**

Excellent

**Communication**

Excellent

**SKILLS**

**January 2013 - January 2014**

**March 2018 - January 2019**

**EXPERIENCE**

Position : Assistant Branch Manager

Company : Western Union Money Transfer

Job Description :

* *Manage daily operations of branch in the absence of Branch Manager*
* *Assist Branch Manager to achieve sales target and projected profit.*
* *Select, train, supervise and evaluate the branch staff to enhance them to function according to job description*