

Sharumitha Manivel

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Summary

I have a gracious and positive attitude. I strongly believe that my skills matching with the current requirements. I will contribute myself to the organisation for the development of this company and it may help me grow with your company.

Career history

Accounts Payable Role at KMN Management Services

Nov 2023 - May 2024 (7 months)

GOH. CHAN & CHAN

Conveyancing Clerk at S. K. Goh, Chan & Co

Sep 2022 - Nov 2023 (1 year 3 months)

Industry Law / Legal

Specialization Clerical/Administrative Support

Role Clerk

Position Level Fresh / Entry Level

Preparing Documents for housing title

Operations Trainer at Nityo Infotech

Jan 2022 - Aug 2022 (8 months)

Malaysia

Industry Computer / Information Technology (Hardware)

Specialization Others

Role Others

Position Level Fresh / Entry Level

Production trainer at PG8 Intel

Store Manager at Legend Kh Enterprise

Jan 2020 - Jan 2022 (2 years 1 month)

Malaysia

Industry Retail / Merchandise

Specialization Sales - Retail/General

Role Management

Position Level Non-Executive

Managing the stocks, account and dealing with customer needs.

I am able to work independently with a minimum supervision.

Excellent typing skill and computer knowledge.

Others at TGV Cinemas Sdn Bhd

Dec 2018 - Apr 2019 (5 months)

Penang, Malaysia

Industry Entertainment / Media

Specialization Food/Beverage/Restaurant Service

Role Others

Position Level Fresh / Entry Level

Monthly Salary MYR 1,000

Prepare beverages at the food counter.

Submit daily report.

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Dealing with customer's need.

Skills

Team Building, Leadership, Positive Attitude, Self Motivation, Care Work, Reception, Microsoft Office, Computer Literacy, Organised, Time Management, Data Entry, Neat Personal Presentation, Multitasking, Customer Service, Phone Etiquette, Accounts Payable, SAP Software

Languages

Chinese - Mandarin, English, Malay Language

Education

Bachelor's Degree in Business Studies from open university malaysia

Expected finish Dec 2024

Business administration and majoring in Human Resources.

"A" Level from Higher Secondary/STPM

Finished 2019

Licences & certifications

Drivers Licence

Issued by MALAYSIA

Mar 2024 - Aug 2025