

# Dhurgashini Veerasamy Raju

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## ABOUT ME

An **enthusiastic** with a strong academic **diploma in Building Services Engineering** and playing multiple roles in my current workplace at **HR department**. A **fast learner with excellent communication skills**, passion for **solving complex problems** and **strong presentation skills**. I'm excellent at **multitasking**, working **independently**, **attention to details**, and ability to **work under pressure**. I'm currently staying in Penang Island due to my work.

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## KEY COMPETENCIES

Auto-CAD	Word	PowerPoint	Integrity
Autodesk-Revit	WPS	Adaptability	Punctuality
Excel	Canva	AutoCount	Discipline

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## PROFESSIONAL EXPERIENCE

**HR, Account Admin, PA (HR Department, Account Department)**

**Kraken Heist Expert Sdn.Bhd (Property Agent Office) (Georgetown)**

**Jun 2024 - NOW**

- HR - responsible for create and maintain a professional working environment, solve issues between employees and management
- HR - hiring new employees and preparing job scopes for every employee
- HR - develop and maintain a healthy company culture with rules and regulations of EMPLOYMENT ACT 1955 (ACT 265)
- HR - responsible to manage employees attendance and salary calculation
- A.A - managing company expenses as monthly payment, invoices payment, payment vouchers and handling personal expenses for Director and CEO of company
- A.A - approving staff claims by check detailing with valid proof
- A.A - handling on company and personal Bank Statement of Director and CEO
- PA - matching appointment between tenant and owner/agent
- PA - claiming commission from other company or owner/tenant
- PA - handling on Tenancy Agreement and other documentations regarding on property and company issues

- PA - handling clients via face-to-face and calls
- PA - preparing schedule of meetings and appointments for my Director and CEO

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**Building Engineer (Project Department)**

**(INTERNSHIP)**

**Cosmopolitan Homes Group Of Companies (Jelutong)**

**Aug 2023 - Jan 2024**

**Site : Urban Suites Apartment, Jelutong**

- Assist the project department team in building to repair the defects of units and facilities.
- Create an inventory register to itemized list of each item on a build site, from nails or bricks to landscaping items. Managed the items arrived to project site.
- Record the performed activities in daily site report from vehicles or machinery to people works and visitors.
- Inspect the defects of units and facilities of the building.
- Supervision on the operation teams and ensure the work progress is according to the work schedule.
- Manage work sites for new-construction as well as remodeling projects, coordinating activities and ensuring that all work is in sync with project goals and objectives.
- Responsible for monitoring and tracking project progress against the project schedule and preparing overall progress report to ensure that work proceeds as planned and minimizing delays.
- Organize workforce for respective work activities and ensure the works are according to drawings, specifications, procedures, and approved design.
- Maintain accurate maintenance records and adhere to regulatory and safety standards.
- Conduct site inspections, monitoring construction progress, and ensuring compliance with safety and quality standards.

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**EDUCATION & CERTIFICATIONS**

Bachelor in Human Resources (2024-now)  
Part-Time Student in Open University Malaysia

Diploma in Building Services Engineering (2022-2024)  
Politeknik Sultan Abdul Halim Mu'Adzam Shah, Kedah.

HPNM : 3.52

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**LANGUAGES**

**English**

Advanced Level

**Malay**

Advanced Level

**Tamil**

Advanced Level