



Gloria Kalaimani Batumalai

EXECUTIVE PERSONAL ASSISTANT

Profile

- Accomplished Executive Assistant, with 14 years of experience providing administrative support to C-suite Vice President, Executive Directors of Corporate & APAC office under various industries.
- Top notch Personal Assistant, adept at coordinating international travel, organizing large scale exhibitions meeting and managing third party vendors.
- Versatile professional providing exceptional customer support and streamlining office operations for major productivity gains.
- Highly self motivated with a solid work ethic, maintaining a strong attention to details.
- Committed to strengthening interdepartmental collaboration, promoting high documentation standards and applying far-ranging Outlook, PowerPoint, Word and excel capabilities

Qualities

- Adaptability & Flexibility
- Integrity
- Honesty
- Humility
- Leadership
- Self starter yet Team Player

Achievements

Executive Assistant at Sutherland Global Services (M) Sdn Bhd

NOVEMBER 2015 – DECEMBER 2016

- Successfully cleared 2 years of backlogs of previous EA for Vice President travel claims worth approximately RM180K.
- Successfully coordinated 14 Events for KL Office i.e. Chief People Officer, Vice President and Client visits to KL Office

InterAction Data Steward Cum BD Secretary at Wong & Partners

JANUARY 2013 – JANUARY 2015

- Successfully have cleared (*approximately 590/month*) in less than two years.
- Successfully carried out PDPA process for Batch 2 to Batch 13(*approximately 1,300/batch*) as of January 2015,
- Successfully coordinated Annual Legal Conference for Lawyers and Corporate Leaders around the globe.

Secretary cum Administrator at AM Advance Elevator Sdn Bhd

MAY 2010 – AUGUST 2015

- Implemented proper index and filing system for the whole organisation i.e. Administration, Finance and Operation Department.
- Assisted to Relocate, move and coordinate with multiple parties to successfully set up a new office consisting of 45 staff.
- Planned, coordinated and executed successfully Company Annual Dinner and Company Trip comprises of 37 members for 3 days 2 nights to Cherating (Pahang/Terengganu)

About

+60182039928

gloriakalai2014@gmail.com

NATIONALITY

Malaysian

DRIVING LICENSE

Class D

Competencies & Skills

Ability to Multitask

Communication

Critical thinking and problem solving

Administrative Management

Database Management

Effective Time Management

Event & Presentation

Coordination

Financial Management

Good organizational skills

Issue Resolution

Root cause analysis

Links

[LinkedIn](#)

Languages

Tamil

English

Malay

Hobbies

Designing Artwork, Reading, Internet surfing

References

Mr Parag Jain from Co-Founder & CEO of ThynkBlynk LLC, USA

Years known: 7 years | +91 89 781 11548

Mr Salleh Majid from Multi Defence Technique Sdn Bhd

Years known: 20 years | +6019 299 2708

Employment History

Founder (Freelance), GK Fashion Collection, Kuala Lumpur

NOVEMBER 2020 – MARCH 2022

- Responsible for setting the mission and vision of a company.
- Achieved the objective of transforming ideas to entity

Personal Assistant, Smart Reader® Worldwide Sdn Bhd, Kuala Lumpur

MARCH 2018 – MARCH 2020

- Communicate with external and internal contacts on behalf of Executive Director, manage busy schedule, and will complete complex administrative tasks.

Business Executive, PTR Enterprise

OCTOBER 2017 – FEBRUARY 2018

- Plan, develop oversee the overall business development strategy

Event Manager , Million Magilchi Event Management

JANUARY 2017 – SEPTEMBER 2017

- Responsible for every aspect of event planning. Including electing venues, determining the cost, arranging event services and monitoring client approval.

Executive Assistant , Sutherland Global Services (M) Sdn Bhd

NOVEMBER 2015 – DECEMBER 2016

- Provide administrative support to the Vice President, including special event, projects, initiatives, and program. Planning, directing and evaluating departmental operations. Serve as personal assistant to the Vice President.

Executive Secretary , Malaysia New Zealand Chamber of Commerce

MAY 2015 – JULY 2015

- Performs clerical and administrative tasks, arrange the meeting place and admission to the meeting, prepare an agenda, record minutes and keep the chairperson informed of any matter which may assist or invalidate proceedings.

InterAction Data Steward/Bus. Dev. Secretary, Wong Partners

JANUARY 2013 – JANUARY 2015

- Managing metadata and processes to ensure proper use of data being read, created, collected, reported, updated or deleted. Ensuring data is protected and security procedures are enforced

Business Development Assistant , Wong & Partners

NOVEMBER 2012 – DECEMBER 2012

- Provides support to an organization's development team to ensure timely and consistent delivery of core company services.

Secretary , Wong & Partners

SEPTEMBER 2012 – NOVEMBER 2012

- Prepared legal documents without error and in a timely manner.

Secretary cum Administrator , AM Advance Elevator (M) Sdn Bhd

MAY 2010 – AUGUST 2012

Report to to Executive Director

- Served as a dedicated Office Administrator in a fast-paced office.

Administrator, The Tabernacle@KL, Kuala Lumpur

JUNE 2009 – APRIL 2010

- Administration and secretarial works of preparing materials for church service presentation and also events coordination.

Operation Secretary to Managers, Expro (M) Sdn Bhd , Kuala Lumpur

DECEMBER 2008 – MAY 2009

- Monitored progress of projects and reported any issues to senior managers.

Marketing Secretary , Fresenius Kabi (M) Sdn Bhd, Kuala Lumpur

JUNE 2007 – MARCH 2008

Report to 3 Product Managers

- Managed a team of marketing professionals to ensure the success of marketing campaigns.

Secretary , Sari Varia Sdn Bhd, Kuala Lumpur

DECEMBER 2002 – DECEMBER 2006

Report to Director

- professional who provides behind-the-scenes work for an office. The first line of contact in an office to ensure all in order.

Administrative Assistant , Syarikat Bumi Sains , Kuala Lumpur

DECEMBER 1998 – AUGUST 2002

- Organizing and compiling tender documents, Supervisor for Quotation. Indoor marketing Quoting prices for inquiry

Education

Sek Men Bandar Baru Sentul, Kuala Lumpur

JANUARY 1992 – DECEMBER 1997

- SPM
- PMR

City Institute of Technology , Kuala Lumpur

JANUARY 1998 – DECEMBER 1998

- NCC Basic Level Certificate