

JAYA RAAJA KUGHEN A/L JEEVARATNAM

- PERSONAL INFORMATION -

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- EXECUTIVE SUMMARY -

I have a diverse work experience in various roles such as Marketing cum Operation Executive, Operation Manager, Property Management, Negotiator, Supervisor, and Sales Executive. I have achieved significant accomplishments in each role such as account management, procurement, corrective and preventive maintenance, successful deals with clients, and achieving sales targets. I have also demonstrated good communication and presentation skills, time management, and established good relationships with colleagues and clients.

- KEY SKILLS -

- Expert Negotiation – Able to weigh all possibilities that could benefit the organization depending on its preference and time frame.
- Structural Management – Capable of reorganizing team to maximise every personal's contribution.
- Excellent Interpersonal Skills – Able to communicate and command well across the entire organization.
- Exemplarily Leadership – Leading by example
- Adaptation – Willing to Learn → Unlearn → Re-learn

- PROFESSIONAL EXPERIENCE -

Marketing Cum Operation Executive

Safe Aim Mutual Sdn. Bhd. Jul 2022 – Current

We are Promoters of PETRONAS Malaysian Cub Prix, Malaysian Superbike Championship and Asia Road Racing Championship. My job description is,

Account Management – Required to serve sponsors (PETRONAS, Honda, SCK, RK-M, NGK, Samurai)

Procurement – sourced out Billboards, Printing and Distribution, Raw materials.

Track Branding – Event week (Entire track Branding)

Stage Management – Race days (Organising VVIPs for prize giving)

Key Achievements:

- Procured items for Hoda Carnival
- Procured Items for sponsors Booth
- Initiated a Self-sustain program (Repair and Maintenance of current equipment, Building new items)

Operation Manager

Mughnii Engineering Sdn Bhd Sept 2019 – Jan 2021

This job was a new challenge especially with the high requirements set for the position offered to me. Mughnii Engineering Sdn Bhd is a sub-contractor that runs the operation of corrective maintenance and the preventive maintenance for the Main Contractor, Pembinaan Mohamed Nazir Meraslam Sdn Bhd. who is also the appointed contractor of Telekom Malaysia.

Key Achievements:

- Moved from 7th position to 1st position in 3 months.
- Established a benchmark record that was held for 10 months running (KPI)
- Recovered unclaimed amount from TM 3.5Mil

- Attending Meetings with TM's top level management on behalf of Main Contractor.

Property Management

Homestay (Booking.com) Aug 2015 – Aug 2019

With the combination of experience gained through Real Estate negotiating and the bloom of the Homestay/holiday-travel market, I was able to benefit the fruits of labour from this industry.

Key Achievements:

- Property Management Award
- Good Bond with guests
- Good time management and manpower coordination

Negotiator

Property Street – Malaysia Feb 2010 – July 2015

All the experience gained through the years from education and work experience, has helped me in achieving my targets in property market. Many successful deals were made with big clients.

Key Achievements:

- High earner
- Good reputation with colleagues, principle as well as clients
- Gained good business ethics
- Great Exposures in high level society

Supervisor

Panther Power Sdn. Bhd. – Malaysia Jan 2002 – Sept 2003

Had been involved in supervising a sales based Automotive Dealership. This dealership is the part of Hicom Perkasa/ Isuzu Malaysia which deals with commercial vehicles for all kinds of industries.

Key Achievements:

- Achieving overall sales targets set by the company.
- Preparing proposal for customers;
- Identify and provide solutions for customers business needs.
- Plan and provide solutions with a suitable type of vehicle and the body work for the customer.
- Full administration work and staff management
- Improved communication and presentation skill
- Learned how to solve problem and work in a group (Team Dynamic)

Sales Executive

Panther Power Sdn. Bhd. – Malaysia March 2001 – Jan 2002

Had been involved in commercial vehicle sales and service. Worked part of a group of sales executives.

Key Achievements:

- Understanding the commercial vehicle market trends.
- Learning to cope with customer needs.
- Excellent relationship with colleagues.
- Achieving Individual Sales Target of 5 units per month

- EDUCATION & PROFESSIONAL QUALIFICATION -

- MSc. Manufacturing Engineering – Liverpool John Moores University
- BEng. Electronics & Control Systems Engineering – Liverpool John Moores University
- Higher Diploma in Electrical and Electronics Engineering- Institute Megatech
- Diploma Part 1 in Information Technology – Help Institute

- AWARDS AND ACHIEVEMENTS -

- Assistant Head Prefect – School
- Director of Sports (Rakan Muda Secretariat) – College
- Student Council Vice President – College

- MISCELLANEOUS INFORMATION -

- Languages: Fluent in English, Malay and Tamil
 - Technical Skills: Setup, maintenance and service IT hardware and software
 - Trouble-shoot and maintenance of fault PC hardware.
 - System Testing and problem solving
 - Troubleshoot operating systems
- Excellent working knowledge of:
- Microsoft Office – Advance
- ✓ Microsoft Office Word
 - ✓ Microsoft Office Excel
 - ✓ Microsoft Office PowerPoint
 - ✓ Microsoft Project

* Reference available upon requests.