



SHANTY KRISHNAN

CURRICULUM VITAE

OBJECTIVE

To be the part of a reputed organization that provides steady career growth along with job satisfaction, challenges and give a valuable contribution to the success of the organization and make a name for myself in the Human Resources Development field.

EDUCATIONAL TRAINING

Universiti Teknologi Malaysia 2019-Present
Masters in Human Resources Development & Psychology

Universiti Utara Malaysia 2011-2015
Bachelor of International Affairs Management
Grade : 3.40 Second Class Upper

SEKOLAH MENENGAH KEBANGSAAN DATO BENTARA DALAM, SEGAMAT JOHOR 2009-2011
-STPM

SEKOLAH MENENGAH KEBANGSAAN PADUKA TUAN, SEGAMAT JOHOR 2005-2009
-PMR & SPM

CAREER SUMMARY

Front Desk

Maple Lodge, Batu Pahat | September 2019 to present

- Handle Reservations
- Facilitate Check in and Check Out
- Handle Customer General Inquiry

Administration Accountant And Human Resources Executive

AKADEMI WADAH MUTIARA SDN BHD | Dec 2017 to January 2019

- Staff Payroll
- Handle MYOB System for Company Accounts
- Release Claims for Instructors
- Request Payments Due
- Purchasing
- Staff EPF & SOCSO Update

Clerk

SEDAYA MAJU GROUP SDN BHD | Dec 2015 to February 2016

- Prepare Monthly Salary Statement
- Processing New Orders
- Checking in With Customers Constantly
- Brief Them on Status of Orders.

Intern

Jabatan Laut Malaysia | APR 2015 to JUL 2015

- Issue certifications
- Study Maritime Labour Convention, 2006

SKILLS

MICROSOFT OFFICE

- WORD, EXCEL, POWERPOINT, OUTLOOK

Systems

- MYOB, PAYROLL, EMPLOYEE DATABASES

General

- COMPUTER EFFICIENT
- MULTILINGUAL (BAHASA MALAYSIA, ENGLISH, TAMIL)
- DATABASE MANAGEMENT
- STATISTICAL ANALYSIS
- STORAGE SYSTEMS AND MANAGEMENT

CHARACTER REFERENCES

Mr. Kanagalingam Selvarasah

Marine Officer Gred 41

Marine Department Malaysia, Port Klang 42000
Selangor

019-3925050

Dr Debendra Mahalik

Faculty of Government and
InternationalStudies, Kedah.

04-9284011

Mr Theva Rajan Krishnan

Akademi Wadah Mutiara SDN. BHD

016-7276372

PERSONAL TRAITS

i consider myself to be;

- Honest
- Accountable
- Diligent and Organized
- Flexible
- A Team Player
- Technologically Competent
- A Problem Solver
- Active Listener

HOW TO REACH ME

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SEGAMAT BARU, SEGAMAT, JOHOR