



PERSONAL DETAILS

Date of Birth
31st March 1997

Nationality
Malaysian

Marital Status
Single

Address
PV18, Jalan Langkawi,
Taman Setapak, 53000 KL.

EDUCATION

Bachelor of Business Administration
(Marketing) (Hons.)
UNITAR International University
(2017 - 2020) **GPA: 3.51**

RELEVANT COURSES

Human Resources Management,
Financial Management , Principles of
Accounting, International Business,
Marketing and Strategic Management.

LANGUAGES

English
Malay
Tamil

REFERENCE

Name: Mr. Dinesh (Teleperformance)
contact: +60 12- 505 1708 (Supervisor)

Name: Ms. Jeshanu Devy
Contact: +60 18- 256 4611 (Acquittance)

DRUBAND CHITHAMBARAM

BUSINESS ADMINISTRATOR

Enthusiastic learner, eager to contribute to the team's success through hard work, attention to detail and excellent organizational skills. Clear understanding of business management, administration and training in marketing skills. Motivated to learn, grow and excel in business industry. Have major interest in mathematics and calculation.

CONTACT

+60 18- 972 4611
druband.c@gmail.com
<https://www.linkedin.com/in/druband-chithambaram-630531212>

WORK EXPERIENCES

Content Moderator/Risk Investigation Officer at Teleperformance

September 2022 - Present

- ✓ Moderating content, analyzing and reviewing adhering to the rulebook for a recognized social media platform.
- ✓ Audit, expedite, and help to maintain customer client relationships
- ✓ Risk investigation management

Customer service/Administrator at MindAppz

January 2022 - July 2022

- ✓ Provide technical assistance and guidance for users.
- ✓ Develop, plan, and execute brand awareness and lead generation initiatives using various digital marketing

Customer Query Officer at DHL (Contract)

January 2015 - December 2015

- ✓ Handle calls & emails to address customer inquiries.
- ✓ Arrange and coordinate parcels for delivery process.

SKILLS

- ✓ Digital Marketing
- ✓ Microsoft Office
- ✓ Content Moderating
- ✓ Customer Service
- ✓ Administering Injections
- ✓ Social Media Management
- ✓ Multitasking
- ✓ Supervising, Delegation, & Teamwork