



DASLIA SISWANTO (GRACE)

PERSONAL PROFILE

Public Relations and Communication graduate with a focus on media relations and event coordination. Organised, dependable, and skilled at managing multiple tasks with a positive attitude. Proficient in English, Malay, and Chinese, with experience in translation and cross-cultural communication.

WORK EXPERIENCE

Corporate Communication | Executive / Intern

IOI Properties Group Berhad | April 2023 - Current

- Create and produce creative content and materials, including videography, photography, and artwork.
- Translate news articles, write-ups, and other content from Chinese to English.
- Prepare correspondence, fact sheets, corporate profiles, and briefs.
- Support the planning and managing of CSR campaigns through stakeholder engagement and buy-in.
- Support the preparation and execution of corporate events.
- Manage the preparation and coordination of corporate collaterals and premium items.
- Collaborate with business units, including hotels and malls, to gather information and prepare write-ups for weekly promotional emails.
- Assist in compiling and reporting daily news updates.

Marketing Communication | Team Leader

KTC Accountant Institute, Kluang | March 2017 - Nov 2019

- Prepared variety of different written communications, reports and documents.
- Dealing with schools counselor, attending events, education fair, school talk etc.

Private Language Center | Founder & Manager

Teacher Grace Language Center | June 2020 - July 2022

- Conducted tutorial services for students from all level; provide academic support in language.
- Utilized Social Media, email and web to engage target audience and promote classes.

Corporate Communication | Intern

Media Prima Berhad | Feb 2016 - June 2016

- Intern under the Corporate Department, assisting in planning and organizing events, supporting client meetings, contributing to press releases and press conferences, and preparing daily news reports for top management.

EDUCATIONAL HISTORY

Management and Science University

Bachelor of Public Relation Management | July 2021 - Oct 2023

- **CGPA: 3.65**

Management and Science University

Diploma of Public Relation Management | Aug 2014 - Jan 2017

- **CGPA: 3.24**

ACHIEVEMENTS

- Top 10 Best Research Topic : MSU Students Perception On Social Media Influencer Towards Purchasing Behaviour.
- Class Representative for Advertising and Promotion class at MSU
- Feeding the homeless during pandemic

CO-CURRICULAR ACTIVITY

MSU Korean Culture Association

- Member

MSU Chinese Culture Society

- Member

CONTACT ME AT

📍 A7-1, Jalan Jalil Perkasa 19,
Bukit Jalil, 57000 Kuala Lumpur.

✉️ daslia.siswanto@gmail.com

☎️ 012-7099702

SKILLS SUMMARY

- Thinking skills
- Quick-learning
- Problem-solving
- Time management
- Verbal and written communication

SOFTWARE

- MS Word
- MS Excel
- MS Power Point
- Photoshop
- Canva

LANGUAGE

- English
- Bahasa Melayu
- Mandarin
- Bahasa Indonesia
- Korean

INTEREST

- Reading
- Workout & Yoga
- Travel
- Volunteering
- Learn Foreign Language

REFERENCE

Susan Chong
Assistant Manager
IOI Properties Group Berhad
+6018-292 9235

Madam Siti Syuhada Rais
Program Manager, Public
Relations
Management & Science University
+6012-672 4732