



# THILAGESWARY MOORTHY

## PROFILE

I am a student from PORTMAN College which complete Diploma in Business Management. In a passionate administration clerk. I am highly motivated and experience in the administration field that I can contribute to your organization in future.

## OBJECTIVE

To become a fully qualified and experienced in Administration Clerk.

## LANGUAGES

- English
- Malay
- Tamil

## EXPERIENCE

2015- 2016

**Administration Clerk**

**Loga Net Enterprise**

Responsibilities

- To collect information by phone, letter and email
- To record and update database
- To photocopy and scan documents

## EDUCATION

2015 - 2017

**PORTMAN College Malaysia**

Diploma in Business Management

CGPA : 2.38

Malaysian Cinema - B

Community Leadership - B

Organisation Behavior- C+

Strategic Management - C+

2014 - 2014

**SMK Desa Serdang**

1C+,4C,2E,1D

## SKILLS

Microsoft Access

- PowerPoint - Intermediate
- Words - Intermediate
- Excel - Intermediate
- Publisher - Basic

## Hoobies

- Playing badminton
- Cycling
- Basketball
- Reading books

## INTEREST

### **PORTMAN Fundraising Dinner      May 2017**

The event was under Community leadership subject. My responsibility was to ensure the setup process of departments and event run smoothly.

### **Press Conference      Oct 2016**

The event was under Integrated Marketing Communication Campaign. My responsibility was to ensure the setup process of departments and event run smoothly.

### **Awesome Leadership camp 2016      July 2016**

I was the participant in this camp. I have learnt the essential points in becoming a competent leader. Besides that, I learned teamwork with team members in team building activities.

## REFERENCE

### **Ms.Yasota**

Assistant Education Counsellor

### **PORTMAN College Malaysia**

0389413733

### **Mr.Dinesh**

Owner

### **Loga Net Enterprise**

0166300804