



PRIYA DARISHINI KALIDASS

Details

383, Lengkok Sinar Intan 1, Taman
Sinar Intan
Sungai Petani, 08000
Malaysia
+60 166054902
riapriya65@gmail.com

NATIONALITY
MALAYSIAN

DRIVING LICENSE
Motorcycle, Car

DATE / PLACE OF BIRTH
1997-03-31
Kedah, Malaysia

Skills

Communication Skills
Customer Service
Computer Skills
Fast Learner
Leadership Skills
Management Skills
Organizational Skills

Languages

Tamil
English
Malay

Profile

Hardworking and versatile Admin Officer with proven organizational skills and thorough knowledge of corporate policies and procedures. Proven ability to establish and maintain excellent communication and relationships with clients and extensive strategic planning capabilities. Adept in general accounting and finance transactions. Excellent time management skills combined with a superior knowledge of the customer service industry.

Employment History

Assistant Secretary, Adun Government Office, Penang, Malaysia

FEBRUARY 2021 – PRESENT

- Prepare regular reports on expenses and office budget.
- Organize a filing system for important and confidential office documents.
- Working in social care agencies, Supported accommodation, residential, nursing homes.
- Prepare reports and presentations with statistical data, as assigned and arrange travel and accommodations.
- Charities working with individuals with disabilities, domestic violence charities, homelessness services and substance misuse provision.

Accountant Clerk, Sai Asia Builder, Kedah, Malaysia.

NOVEMBER 2019 – MAY 2020

- Provides financial information to management by researching and analyzing accounting data; preparing reports.
- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information.
- Recommends financial actions by analyzing accounting options.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Substantiates financial transactions by auditing documents.
- Maintains accounting controls by preparing and recommending policies and procedures.

QC Inspector, Unilin Malaysia, Kedah, Malaysia.

JULY 2017 – JANUARY 2018

- Operate the machine and inspecting parts to specifications and making adjustments, or tool changes as necessary to maintain quality specifications.
- Responsible cleaning packaging materials, loading items into containers, and weighing and labeling the items appropriately and prepared packaging instruction reports.
- Represent my company to check our products and quality we have made at another company such as Sony and Unilin.
- Lead for monitors the quality of incoming and outgoing products or materials for a company.

Education

CERTIFICATE OF OFFICE ADMINISTRATION, Management and Science University, Kedah, Malaysia.

FEBRUARY 2018 – OCTOBER 2019

National skills qualification recognized by Department of Skills Development (DSD)

CABIN CREW TRAINING CERTIFICATE, CABIN CREW ACADEMY, Kuala Lumpur

OCTOBER 2021 – JANUARY 2022

Trained as Cabin Crew

Extra-curricular activities

Sportswomen, Tungku Ismail Secondary School, Kedah, Malaysia

JANUARY 2013 – DECEMBER 2014

State Runner

Internships

Staff College Admin, Management and Science University, Kedah, Malaysia

MARCH 2019 – OCTOBER 2022

- Reconciled account files and produced monthly reports to keep informed about office operations.
- Supported staffs with effective correspondence management, document coordination and customer relations.
- Transcribed meeting minutes for record-keeping and submitted to senior management.
- Managed budgets, appointment scheduling, employee and event to improve productivity initiatives.

References

Vinitha from Adun Government office

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