

ADD: NO.97, LORONG HELANG PERDANA 1/3,

TAMAN HELANG PERDANA.

09000 KULIM. KEDAH.

EMAIL: [paramasivenganeswaran757@gmail.com](mailto:paramasivenganeswaran757@gmail.com)

H/P no: 016- 3343 117

**PERSONAL PARTICULARS**

Name : GANESWARAAN A/L PARAMSIVEN

Age : 21

Date of Birth : 7th MARCH 1998

Gender : MALE

Nationality : MALAYSIAN

Marital Status : SINGLE

**JOB EXPERIENCES**

**SAFEGUARDS G4S SDN. BHD. (PRAI)**

Position Level : Cashier and Assistant Auditor ( JAN 2019- Present)

Basic Salary : RM1,800

**JOB DESCRIPTION**

* Maintain ATM and CDM services according to daily objectives and targets by senior officer.
* Refill ATM cassette with money according to everyday objectives.
* Balance and Declare money based on each banking services.
* Compiled data and generate all the final reports on time.
* Receiving, sorting, analysing, and filing records and documents.

**IPSOS RESEARCH SDN. BHD. (PRAI)**

Position Level : Survey Officer (DEC 2015 – DEC 2018)

Basic Salary : RM 1,200 – RM 1,500

**JOB DESCRIPTION**

* Prepare and maintain sketches, maps, reports, and legal descriptions of surveys in order to describe, certify, and assume liability for work performed.
* Verify the accuracy of survey data, including measurements and calculations conducted at survey sites.
* Direct or conduct surveys in order to establish legal boundaries for properties, based on legal deeds and titles.
* Prepare or supervise preparation of all data, charts, plots, maps, records, and documents related to surveys.

**EDUCATIONAL BACKGROUND**

# Highest Education

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| --- | --- |
| Qualification | Diploma in Information Technology |
| Institute/University | Putra Intellek |
| CGPA | 3.01 |
| GPA | 3.17 |

**SKILLS**

* MS Office 5 Advanced (Word , Excel , Power Point , Microsoft Outlook, Pivot table)
* Basic knowledge of programming C, C++, and Object Oriented Program
* Basic knowledge of computer software and hardware .

|  |  |  |
| --- | --- | --- |
| **Languages** | **Spoken** | **Written** |
| Bahasa Malaysia | Good | Good |
| English | Good | Good |
| Bahasa Tamil | Good | Good |
|  | | | | |

**DISTICTIVENESS (TALENTED PASSION)**

**Talent:**

~ Competitive.

~ Analytical work handling.

~ Rational thinking.

~ Optimistic.

~ Alert on task urgency.

~ Tend to deliver excellent result that satisfied end-user.

~ Flexible and easy to adapt on changes, constraint and obstacles.

~ Fast learner and quick thinker.

~ Known for strong motivational skills that consistently produces positive change within the organization.

~Sincere and honest with a high level of personal and professional integrity

**Passion:**

~ To be excel in my carrier.

~ Strive for great achievement.

~ To be noticeable and compliment in term of work wise.

Thank you for considering my application, and I look forward to discussion my candidacy for the position with your further.