***RESUME***

**Personal Particulars**

 Name : Jayaprakash Shanmugam

 Age : 24 years

 Nationality : Malaysian

 Gender : Male

Race : Indian

 Religion : Hindu

 Address : No 23, Jalan Api – Api, Kepong Baru, Kepong, 52100 Kuala Lumpur, Malaysia.

 Telephone No. : 60-03-62519731

 Mobile No. : 0193974192

 Email : prakash1808@yahoo.com.my, s105258@student.uum.edu.my

**Educational Background**

 **Bachelor's Degree**

 Bachelor of Technology Management with Honours - B. Tech. Mgmt (Hons)

 Field of Study : Business Administration/Management

 Institute/University : Northern University of Malaysia

 CGPA : 3.33 (2nd class upper)

 Graduation Date : Oct 2010

**Expertise/Skills**

 **(Proficiency**: **1** – Basic Understanding; **2** – Able to understand & apply; **3** – Able to apply independently,

 **4** – Able to teach others.)

 **Work related skills Expertise**

 5s systematic housekeeping 4

 ISO 9001 1

 World Class Management 2

 Kaizen Tools 2

 Supervisory Management 3

 Training & Development 3

 **Computer skills Expertise**

Microsoft Office Word 4

 Microsoft Office Excel 3

 Microsoft Office PowerPoint 4

 Microsoft Office Project 3

**Language Proficiencies**

**(Proficiency**: **1** – Poor; **2** – Fair; **3** – Good)

 **Language Spoken Written**

English 3 3

 Bahasa Malaysia (Malay) 3 3

 Tamil 2 1

**Translation Particulars**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Source Language** | **Target Language** | **Rate ( USD )** |
| 1. | English | Malay | $ 0.038 |
|  2.  | Malay | English |  $ 0.035 |

**Personal Strengths**

* Hardworking and reliable.
* Detail oriented work output.
* Short lead time in executing work tasks.
* Excellent mastery of native Malay language as well as English.