**RATHI A/P MUNIANDY**

**Bachelor of Language and Linguistics**

**Graduated in 2012 at Malaya of University**

**PERSONAL DETAILS**

Date of birth : 28th JANUARY 1989

Mobile : +6011-26179166

Nationality : MALAYSIAN

Gender : FEMALE

Religion : HINDU

Marital Status : SINGLE

Permanent Address : 189, KAMPUNG TUN SAMBANTHAN, 32400 AYER TAWAR, PERAK

Current Address : A-10-06, YOU RESIDENCES, JALAN PERSIARAN YOU CITY, CHERAS,

 43200 SELANGOR DARUL EHSAN

Hp No : 011-26179166

E-mail : rathi890128@gmail.com / rathi\_r20@yahoo.com

**CAREER OBJECTIVE**

To work as a bilingual translator for a reputed company and develop impressive creative copy and translations for clients.

**ACADEMIC QUALIFICATIONS**

**Tertiary Level**

2009 – 2012 Bachelor of Language and Linguistics

 University of Malaya

 CGPA: 3.92

**Post-Secondary Level**

2008 Sijil Tinggi Persekolahan Malaysia (STPM)

 SMK Methodist ACS, Sitiawan

 Pointer: 2.84

**Secondary Level**

2006 Sijil Pelajaran Malaysia (SPM)

 SMK Methodist, Ayer Tawar

 Result: 3A1, 4A2, 1B3, 2C5, 1C6

**CURRICULAR INVOLVEMENT & RECOGNISED ACHIEVEMENTS**

2010 Secretary, Student Service Corps

2010 Undergraduate Associates, University Malaya

2010 Participant, Tamil Debate Competition (UUM)

2010 Publicity Bureau, *Amuthasurabi* Food Stall

2010 Coordinator for Judges, R.Thandayutham Tamil Debate Competition

2011 Secretary, Cultural Night

2011 Committee Member, Tamil Linguistic and Literature Symposium

2011 Secretary, Student Outbound program to India

**WORK EXPERIENCE**

1. **Company Name : Goucera Marketing Sdn Bhd**
* From/To : 10th September 2012- 31 December 2012
* Position Title : Temporary Clerk- (Marketing Service)
* Job description : Data entry, filing, process orders.
1. **Company Name : MERP Publication**
* From/To : 2013 – till now
* Position Title : Part time Editor
* Job description : Edit and proof read novels, articles and publication materials
1. **Company Name : Thaimoli Sdn Bhd**
* From/To : 2014 till April 2018
* Position Title : Journalist cum reporter
* Job description :

Attend press meet, prepare news articles for online portal and newspaper (THAIMOLI) based on press statements and audio recording - Edit and proof read articles, Interviewing people in a wide range of circumstances - Writing copy for publication on a tight deadline - Building contacts and sources for use in future stories - Fact-checking the information given to you by a source - Translate articles - Working closely with the news team, photographers and editor - Update social media account of the company

1. **Company Name : PHOENIX ENTERPRISE**
* From/To : Jan 2018 till now
* Position Title : Journalist (Freelance)
* Job description :

Manage 2 online portals (Tamil Murasu & Malaysia Today) - Update news daily - Attend press conferences - Update social media account

1. **Company Name : PUTRA INTELEK INTERNATIONAL COLLEGE**
* From/To : May 2018
* Position Title : Assistant Manager (Social Media Unit)
* Job description :

Update Social Media accounts, Edit and proofread promotional advertisement, Suggest advertisement channels

**SKILLS**

**Computer Skills:**

* Microsoft applications (Word, Excel, PowerPoint) – Advanced

**Language Skills:**

* Bahasa Malaysia (speaking, reading and writing)
* English (speaking, reading and writing)
* Tamil (speaking, reading and writing)
* Hindi (able to understand basics)

**PERSONAL COMPETENCIES**

* Ability to work in a fast-paced environment to set deadlines
* Excellent oral and written correspondence with an exceptional attention to detail
* Highly organized with a creative flair
* Enthusiastic self-starter who contribute well to the team
* Multitasking

**EXPECTED SALARY**

RM 3,000.00

**REFERENCES**

Tamil Selvan A/L Iyadurai

Editor, Tamil Murasu

012-2931655

Senthil Kumar A/L Nadarajah

Media Partner

017-3007390