**CURRICULUM VITAE**



NAME : **SHEEREEN PUAH BINTI ABDULLAH @ SHEEREEN NAJEEB KADRI**

AGE : 50 YEARS OLD

RACE : CHINESE

MARITAL STATUS : MARRIED

SEX : FEMALE

DATE OF BIRTH : 15TH SEPTEMBER 1964

PLACE OF BIRTH : KUALA LUMPUR, MALAYSIA

NATIONALITY : MALAYSIAN

PERMANENT/ : 1103/4 GARNET RESIDENCY PHASE II NIRMAL LIFESTYLE LBS MARG

CORRESPONDENCE ADDRESS MULUND (WEST) MUMBAI 400080 INDIA

CONTACT NUMBER (LANDLINE) : 022-25620185

MOBILE NUMBER : 91-9821831913

EMAIL ID : sheereenkadri@yahoo.in

PASSPORT NUMBER : A23372886

DATE OF ISSUE : 14TH DECEMBER 2010

DATE OF EXPIRY : 23RD MARCH 2016

ISSUING OFFICE : PUTRAJAYA (HEAD QUARTER), MALAYSIA

IDENTITY CARD NUMBER : 640915-10-6520

PIO CARD NUMBER : P-0356020

DATE OF ISSUE : 03RD SEPTEMBER 2007

DATE OF EXPIRY : 02ND SEPTEMBER 2022

**QUALIFICATIONS**

1979 : **BUKIT BINTANG SECONDARY GIRLS’ SCHOOL**

 SRP/LCE BOARD EXAMINATIONS – PASSED

1981 SPM/MCE BOARD EXAMINATION - PASSED

1986 - 1987 : **RIMA SECRETARIAL COLLEGE**

 SECRETARIAL STUDIES

 **PITMAN SECRETARIAL CERTIFICATES**

 SHORTHAND-TYPEWRITING

 ENGLISH FOR BUSINESS COMMUNICATIONS

 SECRETARIAL PRACTICE

 TYPEWRITING

 COMMERCE

**EXPERIENCES**

1982 : **MACDONALD MANAN SDN BHD (AUSTRALIAN FIRM)**

 GENERAL CLERK CUM TYPIST FOR 3 MONTHS.

1982 - 1987 : **MALAYSIAN INTERNATIONAL SHIPPING CORPORATION BERHAD** STENOGRAPHER TO MANAGER MISC LNG-ACCOUNTS DEPARTMENT

 SECRETARY TO MANAGER PROJECT CARGO DEPARTMENT

1987 - 1987 : **GRAND PACIFIC HOTEL**

 SECRETARY TO MANAGER ADMINISTRATION & PERSONNEL DEPT

4TH MAY 2010 - : **ADITYA BIRLA GROUP-MINACS**

25TH MARCH 2011  **FOR HIRERIGHT INC., CALIFORNIA USA**

 **VERIFICATION ASSOCIATE/EXECUTIVE**

 BACKGROUND VERIFICATION ON EMPLOYMENT AND EDUCATIONAL

 FOR SOUTH EAST ASIA SECTORS: MALAYSIA/PHILIPPINES/SINGAPORE/

 HONG KONG AND INCLUDES OF AUSTRALIA/NEW ZEALAND AND

 UNITED KINGDOM.

 **JOB RESPONSIBILITIES:**

-VERIFICATION AND MONITORING VARIOUS COMPONENTS OF A

 BACKGROUND CHECK AND COORDINATING FOLLOW-UP WITH

 CLIENTS AND CANDIDATES IN A TIMELY MANNER TO PROVIDE

 QUALITY AND ACCURACY, CLIENT SATISFACTION AND ENSURE

 ADHERENCE TO SPECIFIC CLIENT GUIDELINES.

 -COMPLETION OF EMPLOYMENT AND EDUCATION HISTORY AND

 REFERENCES.

 -PROVIDING STATUS UPDATES OF WORK IN PROGRESS

24TH SEPTEMBER 2012 : **FOUNTAIN HILL SYSTEMS PVT LTD @** **ESOLUTIONS GROUP (UK)**

28TH OCTOBER 2013 **FOR PERFORMANCE HORIZON GROUP- BASED IN UNITED KINGDOM**

  **TECHNICAL SUPPORT EXECUTIVE**

 **FOR AN AFFILIATE MARKETING WEBSITE**

 **JOB RESPONSIBILITIES:**

-TRANSLATION ASSIGNMENT: ASSISTING OUR CLIENT IN

 TRANSLATING DOCUMENTATION AS WELL AS ON THE SALES VIEW

 TRANSLATION TOOLS/PORTAL/CONSOLE (AFFILIATE MARKETING

 WEBSITE) FROM ENGLISH TO MALAY LANGUAGE.

-PROVIDING TECHNICAL SUPPORT IN ASSISTING OUR CLIENT TO SOLVE ANY QUERIES AND ISSUES RAISED BY CLIENTS OR CUSTOMERS (PUBLISHERS AND ADVERTISERS OF THE WEBSITE) VIA HELPDESK SYSTEM.

-HANDLING INBOUND CUSTOMER CALLS FROM MALAYSIA IN MALAY

LANGUAGE.

28TH SEPTEMBER 2012 - : **CHEERS INTERACTIVE (INDIA) PVT LTD**

 **FOR DUN & BRADSTREET (UK)**

 **FREELANCE – DATA RESEARCH FOR HONG KONG SECTOR**

 **CANTONESE LANGUAGE**

 **JOB RESPONSIBILITIES:**

 -VALIDATION OF STAFF RECORD TO MEET ALL THE DEFINED CRITERIA

 MENTIONED IN THERE SEARCH BRIEF AND THE SAME WILL BE

 VERIFIED BY THE ‘CLIENT’ AFTER THE QUALITY CHECK PROCESS.

 -ACQUIRED STAFF INFORMATION FROM A THIRD PARTY WEBSITE

 ONLY IF THE SAME IS NOT AVAILABLE ON THE RESPECTIVE

 COMPANY’S WEBSITE.

 -ACQUIRED INFORMATION IF REPLACEMENT STAFF IS AVAILABLE FOR

 A GIVEN STAFF.

 -VALIDATED FOR CORRECTNESS AND COMPLETENES OVER A VOICE

 INTERACTION ON ANY EXISTING INFORMATION WITHIN THE

 RESEARCH LIST OR NEW INFORMATION ACQUIRED THROUGH THE

 COMPANY’S WEBSITE AND/OR THIRD PARTY WEBSITE.

 -UPDATING THE SOURCE WITHIN THE PRESCRIBED FIELD SHOULD IN

 THE EVENT INFORMATION BEING ACQUIRED FROM THE COMPANY’S

 WEBSITE AND/OR THIRD PARTY WEBSITE.

**SKILLS**  : COMPUTER LITERACY – MICROSOFT WORD

 SHORTHAND

 TYPEWRITING @ 45 WPM

**LANGUAGE** : ENGLISH - READ/WRITE/SPEAK

MALAY - READ/WRITE/SPEAK

 CANTONESE - SPEAK

**EXPECTED SALARY** : RS55000/= IN HAND

**CONTACT REFERENCE : DEEP KUMAR RAWTANI**

 **MANAGER OPERATIONS**

 **ADITYA BIRLA GROUP (MINACS) FOR HIRERIGHT INTERNATIONAL**

 **MOBILE NUMBER: 09702010601**

 **: KAYANUSH PASTAKIA**

 **HR BUSINESS PARTNER**

 **ADITYA BIRLA GROUP (MINACS) MOBILE NUMBER: 09702493444**

 **: ROHIT DIXIT**

 **CTO (CHIEF TECHNICAL OFFICER)**

 **FOUNTAIN HILL SYSTEMS PVT LTD**

 **ESOLUTIONS GROUP COMPANY (UK)**

 **MOBILE NUMBER: 09967646062/09819343299**

 **EMAIL ID:** **rohitd@esolutionsgroup.co.uk**

 **ALLAN DYER**

 **SYSTEM ADMINISTRATOR (I)**

 **BALFOUR BEATTY (UNITED KINGDOM)**

 **MOBILE NUMBER: 00447933650450**

 **EMAIL ID:** **allan@allandyer.com**

 **NOEL KODIAN**

 **RESOURCE SKILLS MANAGER-DATABASE MANAGEMENT SERVICES**

 **CHEERS INTERACTIVE (INDIA) PVT LTD**

 **MOBILE NUMBER: 08879399476**

 **EMAIL ID: noel.kodian@cheersin.com**

**UPDATED: 17TH NOVEMBER 2013**