***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.