



PERSONAL PARTICULARS

- Full Name : Jeyaseelan S/O Sundram
- IC Num : 911027-05-5157
- Date Of Birth : 27-Oct-1991
- Gender : Male
- Nationality : Malaysian
- Email : jeyaseelannair@yahoo.com

EDUCATION

- | | | |
|-----------|---|--|
| 2006 | - | PENILAIAN MENENGAH RENDAH Sekolah Menengah Datuk Mansor |
| 2008 | - | SIJIL PELAJARAN MALAYSIA Sekolah Menengah Datuk Mansor |
| 2010 | - | SIJIL TINGGI PELAJARAN MALAYSIA Sekolah Menengah Datuk Mansor |
| 2011-2015 | - | Bachelor of Arts (Linguistic of Bahasa Malaysia) University of Putra (UPM) - 2 nd Class Lower |

University of Putra (UPM)

Designation: PROGRAMME ORGANISER

Club: INDIAN CULTURE SOCIETY (ICS)

- Translate English & Tamil Dialogue script to Malay script

PROFESSIONAL DEVELOPMENT

Computer Literate: Microsoft Office Word
: Microsoft Office Excel
: Microsoft Office Power point

AREA OF EXPERTISE

Linguistic of Bahasa Malaysia

- Interact with more confidence when visiting a Bahasa Malaysia-speaking region or dealing with Bahasa Malaysia speakers
- Build rapport and strengthen relationships with Bahasa Malaysia-speaking colleagues through a show of interest in Malaysian language and culture
- Demonstrate goodwill and facilitate international communication at both a personal and organisational level

Morfology & Grammar

- Identify and create a proper grammar sentence case
- Translate
 1. English articles
 2. Novels
 3. News
 4. Journals & reports
 5. economics reports
 6. business reports
 7. Sports articles

COURSE CONTENT

The content and format of your Bahasa Malaysia training course will depend on your profession, proficiency in Bahasa Malaysia and objectives. Whether beginner, survival, intermediate or advanced, key areas covered in all our Bahasa Malaysia courses include:

- Speaking skills development
- Listening comprehension skills
- Reading comprehension skills
- Telephone skills in Bahasa Malaysia
- Email skills in Bahasa Malaysia
- Sector-specific terminology

- Presentation & negotiation skills

SKILLS AND PERSONAL ATTRIBUTES

Organization Skills

- Motivated to an orderly approach which is apparent in file organization, strong time management skills and personal efficiency.
- Highly enthusiastic, Highly Motivated, Pleasant Personality, Cheerful, Hardworking and Creative

Communication Skills and Writing Abilities

- Demonstrated good interpersonal communication skills
- Able to speak and write in English and Malay.

Team Work

- Worked effectively on group activities and organize a proper strategy group work.