

# DEVIANA DHANA RAJ

## INTERNSHIP HUMAN RESOURCES

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### SUMMARY

I am a recent graduate in Human Resource and International Business (E-Commerce). I am seeking for an entry-level position to begin my career in a high-level professional environment to utilize high-level communication skills, leadership abilities, clerical skills and knowledge of the domain. To obtain an entry-level position at a respected organization and utilize the educational qualifications I've obtained at Management and Science University (MSU) I am a highly organized and hard-working looking for a responsible position to gain my experience and prove myself as I am suitable for the position. Therefore, to enhance my educational and professional skills in a stable and dynamic workplace. To bring my strong sense of dedication, motivation, and responsibility to an organization



### EXPERIENCE

#### Internship Human Resources

Wallmaster Global (M) Sdn Bhd Aug 2019 - Feb 2020

- Process paperwork
- Job advertisement, analyze and selecting candidate
- Consult with employers to identify needs and preferred qualifications of candidate
- Contact short listed candidate to fix interview
- Prepare schedule for interview
- Assist candidate during interview
- Conduct new employee orientation (set thumb print)
- Arrange new employee files
- Contact government office
- Memo for announcement
- Calculate overtime, mileage claim, medical claim, bonus and attendance
- Does every task assigned by supervisor



### EXTRA - CURRICULAR

- International Halal Product Exhibition - Competition (2017)
- Launching SUCA (2018)
- SUCA Badminton - Runner Up (2018)
- Research Poster- Competition (2018)
- Malaysian Economy Poster- Competition (2018)
- Community Service Dalat, Vietnam (2019)
- Community Service Home Make Over (2019)
- SUCA Badminton - Champion (2019)



### SKILLS

MS Words	● ● ● ● ●
MS Power Point	● ● ● ● ●
MS Excel	● ● ● ● ●



### LANGUAGES

English	● ● ● ● ●
Malay	● ● ● ● ●
Tamil	● ● ● ● ●



### HOBBIES

Badminton  
Athelete  
Dancing  
Adventure  
Traveling



### PERSONAL SKILLS

Communication Skills	● ● ● ● ●
Leadership Skills	● ● ● ● ●
Teamwork Skills	● ● ● ● ●
Teambuilding	● ● ● ● ●



### EDUCATION

**Bachelor In International Business**  
Management and Science University 2017 2019

**Diploma In Human Capital Management**  
Management and Science University 2015 2017

**SPM**  
Sekolah Menengah Kebangsaan Taman Sri Muda 2012



## CERTIFICATION

Examining the factor that influences student intention  
to avoid purchase counterfeit products  
Management and Science University