

Personal Information		
NAME: MOONISHA A/P KARNAN	D.O.B: 8 FEB 2004	
NRIC NO: 040208-10-1086	PLACE OF BIRTH: HOSPITAL KAJANG	
ADDRESS: NO 10, JALAN 3/3A ,TAMAN BUKIT SEMENYIH,43500 SEMENYIH SELANGOR	EMAIL: moonishakarnan08@gmail.com	
SEX: FEMALE	MARITAL STATUS: SINGLE	
RACE: INDIAN	RELIGION: HINDU	
NATIONALITY: MALAYSIAN	CONTACT NO: 0199596442	
LANGUAGES		
	WRITTEN	SPOKEN
MANDRIN	WELL	VERY WELL
ENGLISH	VERY WELL	VERY WELL
MALAY	VERY WELL	VERY WELL
TAMIL	-	VERY WELL
EDUCATION SKILLS		
PRIMARY: SJK(C) SIN MING (2011) SJK (C) TAMAN CONNAUGHT (2012-2013) SJK (C) SIN MING (2014-2016) (UPSR)	SECONDARY: SEK.MEN.KEB ENGKU HUSAIN (PT3 ,SPM) FIELD OF STUDIES : ART STREAM MAJOR: PERNIAGAAN , P.SENI VISUAL	
SKILLS		
EXCELLENT EDUCATING SKILLS		
EXCELLENT MS OFFICE SKILLS		
EXCELLENT PHONE SKILLS		
EXCELLENT COMMUNICATION (BUSINESS COMMUNICATION)		
PERSONALITY STRENGTH		
EXCELLENT COMMUNICATION SKILLS IN MANDRIN , ENGLISH AND BAHASA MALAYSIA		
HARDWORKING , FAST LEARNER , ENERGETIC		
FRIENDLY , CREATIVE AND POSSES A POSSITIVE ATTITUDE		
WILLINGNESS TO LEARN NEW THINGS IN ORDER TO IMPROVE KNOWLEDGE		
CAPABLE TO WORK under MINIMAL SUPERVISION		
ENJOY MEETING AND SERVICING A VARRIED OF CUSTOMERS		
WORKING EXPERIENCE		
ANNS CARE CENTRE (NURSING HOME) POSITION ADMINISTRATIVE ASSISTANT- (PART TIME) JOB DESCRIPTION :		

- **PATIENT CARE SERVICES**
- **PATIENT ADMISSION**
- **CLERICAL DUTIES**
- **PHONE ANSWERING**

HOME TUITION –(PART TIME)

JOB DESCRIPTION:

- **TEACHING**
- **HOMEWORK GUIDANCE**

REFERENCES

NAME: M.ANNIE

RELATIONSHIP:ADMINISTRATIVE

ADDRESS: NO 123 , JALAN PAKIS 2,TAMAN FENGROVE ,CUEPACS, Bt 8 ½,
CHERAS,43200 SELANGOR DARUL EHSAN.

H/P NO: 016-3757838

NAME : SUCHITRA

ADDRESS: 7,JALAN AWANA 19,7, TAMAN CHERAS AWANA ,43200 CHERAS

H/P NO:010-8864138