

# SHAARAAN V VYAGANANDAN

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An enthusiastic self-starter with strong leadership and communication skills. Proven academic and curricular achievements, and possess the right technical and soft skills required to propel the organization achieving its goals and objectives.

## EXPERIENCE

JANUARY 2019 – CURRENT

### **BUYER, ADVANCED MANUFACTURING CORP (PENANG) SDN BHD**

Collate purchase orders and purchase requisitions in order to order materials, goods and supplies. Generally help out with purchases, reviews and inventory matters. Ensure that any invoices are sent to accounts for payment. Review inventories and order as required. Interact with the suppliers on a day to day basis. Produce and maintain all reports. Review deliveries against the orders and Track the status of any orders to our END CUSTOMER, HONEYWELL.

JANUARY 2018 – JANUARY 2019

### **PURCHASE EXECUTIVE, LEE AUTOMOTIVE & TOOLS SDN BHD**

Undertake all filing as required, Maintain any diaries that are in the office. Arrange and attend meetings. Generally help out with smaller purchases, reviews and inventory matter

APRIL 2017 – JANUARY 2018

### **CLIENT RELATIONSHIP MANAGER, ASIA PLANTATION CAPITAL**

Manage the portfolio and protect the relationship between the company and its most important clients.

JANUARY 2016 – MARCH 2017

### **TECHNICIAN, VISTA COMPUTERS**

The act of taking care of the customer's needs by providing and delivering professional, helpful, high-quality service and assistance. Typical responsibilities of the job include: repairing, maintaining computers or servers and managing budgets.

## EDUCATION

2017-2019

**B.A. (HONS) BUSINESS AND MANAGEMENT 3+0** UNIVERSITY OF SUNDERLAND, UK

2014 – 2017

**DIPLOMA IN BUSINESS ADMINISTRATION** SEGI COLLEGE PENANG

CGPA 2.97

2013

**SPM** SMK TAMAN HI TECH, MALAYSIA

(equivalent to GCSEs): PASS

## **SKILLS**

- MS Office
- Clarity and concision
- Confidence
- Patience
- Discipline
- Trustworthiness

## **LANGUAGE**

- English 5/5
- Bahasa Malaysia 5/5
- Tamil 5/5

## **THINGS ABOUT ME**

- Like to plan things ahead
- Seek better ways to do things
- Eager to know
- Mutual benefits come first

## **REFERENCES**

NAME: MR. CHEE KAM KUAN  
POSITION: SENIOR MANAGER  
ORGANIZATION: APC GROUPS  
CONTACT NO: 012-4830103

NAME: MR. DANIEL  
POSITION: HR MANAGER  
ORGANIZATION: OPTICS BALZERS  
CONTACT NO: 016-5436996