

# DANASELA APPARAO

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Jalan Impian Tiga 25/33c  
Shah Alam, Selangor

**Summary** 'Hardworking and versatile Administrative Assistant with proven organizational skills and thorough know edge of corporate policies and procedures. Excellent communication and people skills with extensive strategic planning capabilities.

## Education

### SMK Taman Sri Muda

High School (Secondary) • Shah Alam, Selangor  
Sijil Pelajaran Malaysia (SPM)

11/2014

## Skills

- Microsoft Word
- Interpersonal Skills
- Fast Learner
- Communications
- Teamwork
- Microsoft Excel
- Effective Time Management
- Self - Motivation
- Decision Making
- Adaptability

## Experience

### Chembase Industries (M) Sdn Bhd

Administrative Assistant • Shah Alam, Selangor

11/2014 - 08/2015

- Coordinate activities throughout the company to ensure efficiency and maintain compliance with company policy.
- Support bookkeeping.
- Create and update databases and records for financial information or personnel and other data.
- Maintains office services by organizing office operations and procedures, controlling correspondence, designing filing systems, reviewing and approving supply requisitions, assigning and monitoring clerical functions.
- This support might include general office management, answering phones, speaking with clients, assisting an employer, clerical work (including maintaining records and entering data), or a variety of other tasks.

### Ferntea (Malaysia) Sdn Bhd

Human Resources Assistant • Shah Alam, Selangor

07/2015 - 05/2016

- Supports human resources processes by administering tests, maintaining records and information.
- Provides payroll information by collecting time and attendance records. Submits employee data reports by assembling, preparing, and analyzing data.
- Maintains employee information by entering and updating employment and status-change data. Answers the telephone, relays messages, and maintains equipment and supplies.
- Maintains employee confidence and protects operations by keeping human resource information confidential.

- Processing payroll for local and foreign workers. Ensuring taxes comply with company and state regulations. Preparing payroll reports.
- Distributing payment statements. Responding to employee questions about compensation, taxes, benefits, and deductions.
- Welcomes new employees and entering new employee data into the company database.
- To liaise with statutory bodies e.g. EPF, SOCSO, HRDF on any related issues if required.
- Ensuring employee welfare and benefits are administered in accordance with the terms and conditions of employment contract.
- Other ad-hoc responsibilities assigned by the Management from time to time. Interview session. Maintain proper filing system to ensure information is up-to-date for easy reference & retrieval.

## Malindo Airways Sdn Bhd

Airline Cabin Crew • Sepang, KLIA, Selangor

04/2016 - 04/2020

- Greeting passengers as they board and exit the plane.
- Showing passengers to their seats and providing special attention to certain passengers, such as the elderly or disabled.
- Serving meals and refreshments.
- Checking the condition and provision of emergency equipment and information for passengers.
- Demonstrating emergency equipment and safety procedures.
- Administering first aid.
- Dealing with emergencies.
- Supplying passengers with newspapers, magazines and in-flight entertainment. Selling duty-free commercial goods and pursuing sales targets. Producing written flight reports after completing a journey.

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### Languages

- English
- Malay
- Telugu
- Tamil

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### Course

Completion of Airline Cabin Crew  
Crew Resource Management (CRM)

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### Reference

Calvin Devid - Ferntea (Malaysia) Sdn Bhd  
Assistant Manager  
60123092937