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**Sept 2017 – Jul 2019**

Business Process Specialist

AIG Shared Services Sdn.Bhd

**Work Description**

* Handling the alterations and administration of policies for relevant consumer line products as per agreed upon standard operating procedures.
* Work tasks includes new policy submissions, generation of quotations, renewals, endorsements, cancellations, claims listing issuance and No Claim Discount (NCD) Certificate issuance
* Assigning tasks to the team

**Aug 2019 – Jul 2020**

Senior Associate – Policy Owner Services

AIA Shared Services Sdn.Bhd

**Work Description**

* New work type migrations execution
* Training and buddying new staffs on the processes
* Handling escalations and work reassignments
* Handling the alterations and administration of policies for relevant life changes products as per agreed upon standard operating procedures.
* Work tasks includes but not limited to manual debiting the client, processing refund cases on over payment and cancellations
* Active participation as the sports club representative

**Jan 2016 – Nov 2016**

Warehouse Executive

Danone Dumex Sdn.Bhd

**Work Description**

* Handling the re-packing section, audits, market returns, credit notes, customer complaints and Standard Operating Procedures (SOP).
* Participated in various internal and external trainings such as HACCP training, food handler training and FSSC 22000 Internal Auditor training.
* Active participation in company activities such as 1st Runner up in Danone Idol competition

REFERENCES

- Reference is available upon request

Dynamic and motivated person with the capability of generating and building relationships. Skilled in demonstrating exceptional communication skills, adaptable and transformational individual with an ability to work independently, creating effective presentations and developing opportunities that further establish organizational goals

**May 2011 – Sept 2013**

Diploma in Business Studies, Logistics and Supply Chain Management

Tunku Abdul Rahman University College

CGPA: 3.10

**Dec 2013 – Sept 2015**

Bachelor of Arts (Hons) International Business Management

Dual award by Coventry University

Grade: Distinction

* Completed the full set of Standard Operating Procedures for all the Warehouses in Danone Dumex
* Handled the highest volume work type during team crisis
* One of the highest processing volume completion in the team
* Actively participated in company and School activities, and held various positions in the extracurricular societies including as school prefect

PROFESSIONAL EXPERIENCE

PURANTARAN MARIMUTHU

ACHIEVEMENT

* MS Word
* MS Excel
* MS Power Point
* SAP ERP System
* Lotus Notes
* English
* Bahasa Malaysia
* Tamil

SKILL

LANGUAGE

Malaysian

Male

17 July 1991

29 Years Old

Single

pmpuran@hotmail.com

+60146388035

No.15, Jalan Desa Saga 1, Taman Desa Saga, Nilai, 71800, N.Sembilan

EDUCATION

**April 2017 – October 2018**

Executive Master in Management (EMM)

Asia e University

CGPA: 3.92

**Dec 2013 – Sept 2015**

Bachelor of Business (Hons) in Logistics and Supply Chain Management

Tunku Abdul Rahman University College

CGPA: 3.20

ABOUT ME

