

## **USHA DEVI C KOCHUGOVINDAN**

Usha has 40 years of working experience, her journey started from FSA in 1978 before the merger to 2003 in Taylor Nelson Sofres and now change to Kantar Malaysia Sdn Bhd. She has been holding various positions while working in this company. She was working as PA to Business Development Director, then as a Research Services Executive in the year 2008 to 2009 as a Project Executive. She then joined Admin in 2010 as a Senior Admin Executive and currently she has been promoted as an Office Manager. She is responsible for the overall direction and control of all Admin matters for the company and Kantar Insight.

She joined Mapsa in 2004 and held position in the Governing Council as a P.R Manager from year 2005 to 2007 and then went into the Training & Development (Career) Manager portfolio from 2008 to 2009. She also handles the membership portfolio starting 2009. During her tenure with Mapsa she was also chosen as one of the facilitator during the administrative conference.

In 2003 she was selected as one of the participation from MAPSA beside the 11 other MAPSA members to attend the Train the Trainer from MIM program. MIM Certification in Training for Train the Trainer (MIM-CPT).

In this journey she would like to share her knowledge as an Administrative Professional as how to manage your work and ways to improve job performance.