



# **Abby Hong Pui Zien**

## **Profile Summary and Career Objective:**

A final year graduate looking for a full time administration position. Experience in documentation and get documentation skills in my previous workplaces. Proven academic result and work skills. Eager to bring any organization to achieve their goals and objectives.

## **Working Experience:**

- 1. Abby Enterprise, Port Dickson** February 2017 - Present  
Sales Director
  - Seeking out major clients and forming working relationships with the premier buyers in industry
  - Attain RM6000 sales revenue
  - Maximizing company profit
  - Forming sales strategies to keep your company competitive and innovative
  - Identifying valuable emerging market
  - Manage a promotional campaign called “Mother’s Day Special Promotion” in order to create brand awareness for company
  - To create brands awareness for company
- 2. Famous X Hair Salon, Port Dickson** Dec 2014 - March 2015  
Assistant stylist
  - Serve and approach customers to buy products
  - Assist and support any stylist in duties
  - Performed various administrative duties including scheduling appointments and answering phone
- 3. My Angel Fashion, Port Dickson** March 2014 - April 2014  
Sales Promoter
  - Serve Customers and handle their enquiry
  - Check store and arrange stock every single week
  - Order stock and communicate with the suppliers
  - Set and achieve personal sales goals while supporting the goals of the team
  - Greet customers in timely, professional and engaging manner
  - Work as a team player to ensure each customer receives the best service possible

- Education:**
1. **PORTMAN College, Sri Kembangan** April 2015 – Present  
Diploma in Business Management  
CGPA: 2.42
  2. **SMK Kebangsaan Raja Jumaat, Port Dickson** 2010 - 2014  
Sijil Pelajaran Malaysia  
1A, 1A-, 1B+, 3B, 2C+,1D

### **Additional skills**

- Proficient in MS Word, MS PowerPoint, MS Excel
- Documentation skills
- Presentation skills
- Communication skills
- Event planning skills
- Languages – Malay, English, Chinese (Fluent)

### **Interest**

- Hobby – Reading, organizing gatherings, play ping pong
- Member of PORTMAN Smashers (ping pong club)
- Member of PORTMAN Film and TV Academy (Film making and shooting club)

### **Reference:**

- **Angel Ng**  
**My Angel Fashion, Port Dickson, Owner**  
Tel: +6017-383 2243
- **Vloon Ng**  
Famous X Hair Saloon, Port Dickson, Stylist  
Tel: +6016-232 9230