



# ALEX CHEOK CHUAN LIANG

## EDUCATION

### 1. Diploma

Current CGPA : 2.33  
Field of study : Business Management  
Name of Institute : PORTMAN College  
Location : Seri Kembangan, Selangor  
Study Duration : April 2017- Present

### 2. Sijil Pelajaran Malaysia (SPM)

Grade : 1A, 2B+, 1B, 2C+, 1C, 2D  
Field of study : Art Class  
Name of Institute : Sekolah Menengah Kebangsaan Raja Jumaat  
Location : Lukut, Negeri Sembilan  
Study Duration : January 2012- December 2016

## WORK EXPERIENCE

### Waiter at Hee Lai Ton Restaurant

July 2018 – Current  
1) Served customers and VIPs  
2) Arranged the dining area

### Event Crew for MIECC 33 World Chinese Basketball Tournament 2017 Malaysia Volunteer

15<sup>th</sup> - 20<sup>th</sup> November 2017  
1) Set up the court for competition  
2) Distributed refreshment to players

### Waiter at Coconut Bay Restaurant

December 2012 – July 2018  
1) Executed the given tasks effectively  
2) Barista

## PERSONAL SUMMARY

An energetic and highly motivated person that keeps learning and growing continuously and persistently.

## CAREER OBJECTIVE

To enhance my professional skills in a dynamic and stable workplace with an objective of obtaining a position in Human Resources Management sector.

## SKILLS

- Presentation Skills
- Public Speaking Skills
- Leadership Skills
- Communication Skills
- Self-motivation Skills
- Proficient in MS Word, MS Power Point and MS Excel

## ABILITIES

- Able to follow instructions and deliver quality results
- Able to motivate others
- Able to work under pressure
- Able to work well in a team

## INTERESTS

### Basketball

- As a player in PORTMAN Dragons (Basketball Club)

### Bowling

- As a representative for secondary school

## REFERENCES

Name: Ms. Mum Siew Yoke

Company Name: Restaurant Coconut Bay

Position: Owner

Contact Number: 019-6228893

Name: Ms. Lem Siew Kun

Company Name: Restaurant Hee Lai Ton

Position: Supervisor

Contact Number: 019-6228893

## PROJECTS / ACHIEVEMENTS

### Emcee (August 2018)

- Emcee for Industry Talk Thursdays (ITT)
- Ensure the smooth flow of the event

### PORTMAN Dragons 3 on 3 Basketball Competition 2018(August 2018)

-Project Manager for PORTMAN Dragon 3 on 3 Basketball Competition 2018

-Organised a promotional event to create brand awareness of PORTMAN College and PORTMAN Dragons

-Managed and led the team and keep track of the sales and progress of the pre-event

-Successfully signed 2 sponsorships and achieved the top sales

### 15<sup>th</sup> ATCEN Education Group & PORTMAN Education Group Anniversary Dinner (July 2018)

-Leader of the Logistic Department

-Ensure the smooth flow of the event

-Checked all the equipment

### PORTMAN Asian Food Festival 2018 (July 2018)

-Member of the Publicity Department

-Promoted the event to the interested parties

### Financial Education Convention 2018 (June 2018)

-As a usher in hall to guide the audience

-Solved audience's problems and ensure the smooth flow of the event

### PORTMAN English Debate Event (October 2017)

-Leader of Design Department

-Designed marketing collateral for the event

### Program Remaja Berwawasan (NBQS)

-Participated in 'Summer 5 days 4 nights Camp' in October 2015

-Successfully completed all the challenges