



ANDREW YAU KAH LOK

A final year student from PORTMAN COLLEGE,
taking Diploma in Business Management.

Believe in three core values for the workplace;
determination, commitment and energy.

Always well-prepared for challenges and aim to achieve desired results.

EDUCATION

SMJK POI LAM

2011 - 2015

- SPM Certificate

PORTMAN COLLEGE

2016 - 2018

- Diploma in Business Management
- To be completed in July 2018

WORK EXPERIENCES

PROMOTER

ALWAYS E-PROMODE SDN BHD

JANUARY 2018 - PRESENT

- Greet customers and provide excellent customer service.
- Explain product and services to persuade customers purchase.
- Achieve RM 2,000 personal sales per day when selling Mahjong.
- Answer product questions with up-to-date knowledge of sales and store promotions.

TRAINEE

ATCEN SDN BHD

AUGUST 2017 - PRESENT

- Ensure that client inquiries were handled professionally and efficiently.
- Participate and actively engage in sales meetings with sales team and management team.
- One of the organizer of "Asia Human Capital Development Conference 2018".
- Manage client calls effectively and efficiently.

MARKETING ASSISTANT

PORTMAN COLLEGE

NOVEMBER 2016 - FEBRUARY 2017

- Identified consumer needs and provided them necessary solutions.
- Targeted both offline and online consumers by designing a multi-pronged and comprehensive marketing strategy.
- Generated students lead through telemarketing and social media.
- Brought in student appointments.
- School visit for motivational talks and workshops.

SALES EXECUTIVE

PHYTOSCIENCE SDN BHD
JANUARY 2016 - JUNE 2017

- Identified and qualified customer needs
- Built relationships with customers and the community to promote long term business growth.
- Consistently hit and exceeded sales goal by 5% for individual result.
- Attended product training.

INTERESTS

HOBBIES

- Social hobbies
- Board game
- Extreme sports
- Travelling

VICE PRESIDENT OF EVENTS

MILLIONAIRE BUSINESS CLUB,
JUNE 2016 - SEPTEMBER 2017

- Coordinated schedules and timelines for all events.
- Managed event logistics and operations, including support staff, vendor services and volunteers.
- Managed to get the sponsorship of few events worth up to RM 2,000.
- One of the organizer of "Business Festival 2016", "GET RICH through Business & Property 2017" and "Financial Education Convention 2017".

FACILITATOR

PORTMAN COLLEGE, MAY 2017 - OCTOBER 2017

- Visited to secondary school for workshop and motivational talks.
- Used role playing, simulations, team exercises, group discussions, videos and lectures to instruct participants in a variety of ways.

ADDITIONAL SKILLS

- Microsoft Office Skills
- Driving license (Car)
- Fluent in four languages
 - English
 - Mandarin
 - Bahasa Malaysia
 - Cantonese

REFERENCE

REFERENCES AVAILABLE UPON REQUEST