



ANDREW CHEOK

PROFILE

A student studying Diploma in Business Management at PORTMAN College. I have experience in organising events. Besides that, I'm a good team player to work as a team and also willing to learn new things.

EDUCATION

DIPLOMA IN BUSINESS MANAGEMENT PORTMAN COLLEGE

February 2017 - Present

Core Subject : Introduction To Entrepreneurship, Community Leadership, Integrated Marketing Communication, Strategic Management

SIJIL PELAJARAN MALAYSIA – SPM SMK RAJA JUMAAT

January 2012 – December 2016

Grade: 1A 1B+ 3C+ 3C 1D

WORK EXPERIENCE

WAITER

HEE LAI TON

July 2018 - Current

- Provided a fine-dining experience with attentiveness and quality service
- Executed table arrangement

Coconut Bay Restaurant

August 2016 – March 2017

- Provided a fine-dining experience with attentiveness and quality service

SPRAY PAINTING

SANG Workshop

December 2012 – Current

- Automobile paint job artist

SKILLS & ABILITIES

- Team player who is able to adapt in highly dynamic situation.
- Problem solving skills
- Ability to multitask
- Intermediate in Microsoft Office Software
- Intermediate editing skills (Adobe Premiere Pro)
- Possess driving licenses D & B2

INTEREST

- Basketball
- Bowling
- Listen to music

PROJECTS & ACHIEVEMENT

15th ATCEN Education Group & PORTMAN Education Group Anniversary Dinner

July 2018

- Member of Logistic Department
- Ensure the equipment are in places

PORTMAN ASIAN FOOD FESTIVAL 2018

July 2018

- Leader of Design Team
- Designed the marketing collateral

Financial Education Convention 2018

June 2018

- Member of Administration Department
- Ensure the equipment are in places

PORTMAN English Debate Event

October 2017

- Member of Logistic Department
- Ensure the equipment are in places

Program Remaja Berwawasan (NBQS)

October 2015

- Participated in Summer Camp programme
- Successfully completed all challenges

REFERENCE

Name : Ms. Mum Siew Yoke
Company Name : Coconut Bay
Restaurant
Contact Number : 019-6228893

Name : Ms. Lim
Company Name : Hee Lai Ton
Contact Number : 017- 2222359