



## **ANNA TIFFANY WONG ANN ZHEN**

### **Summary:**

Currently a student studying Diploma in Business Management and looking for administration position. Looking forward to gain new experiences. Experienced working as promoter and receptionist plus gaining communication and documentation skills. Good in expressing feelings through writing and is fluent in different languages. Interested in reading, outing and etc. Self aware and have the urge to become rich and successful.

### **Working Experience:**

- 1. Vivo Malaysia, Kajang** December 2017 - December 2017  
Part time promoter
  - Demonstrate and provide information about latest product
  - Entertain and serve customers
  - Distribute flyers and brochures
  - Increase company's sales
  - Understand customer's wants and needs
  
- 2. Ti-Ratana Welfare Society, Desa petaling** December 2016 - February 2017  
Receptionist
  - Welcome visitors by greeting in person or through telephone
  - Answering incoming calls, directing calls to appropriate associates and taking messages
  - Maintain security by monitoring logbook and issuing visitor tags
  - Issue receipts for donation including donation in cash and items
  - Team player to ensure everything run smoothly
  - Contact employees regarding visitors

### **Education:**

- 1. PORTMAN College, Seri Kembangan** February 2017 - Present  
Diploma in Business Management  
CGPA: 2.92
  
- 2. SMK Desa Petaling, Desa Petaling** 2014 - 2016  
Sijil Pelajaran Malaysia (SPM)  
1A, 1A-, 1B+, 2Bs, 2C+s, 1D, 1E

**Additional Skill:**

- Communication skills
- Documentation skills
- Organization skills
- Multitasking skills
- Languages – English, Malay, Chinese, Cantonese (Fluent)

**Interest:**

- Hobby – Outing, reading, music, dancing, makeup
- Member of PORTMAN Groovers (dance club)

**Reference:**

- **Ms. Phoebe**  
Vivo Malaysia, Kajang, Supervisor  
Tel: +6018-234 1088
  
- **Mr. Hemaloka**  
Ti-Ratana Welfare Society, Desa Petaling  
Tel: +6016-977 4703