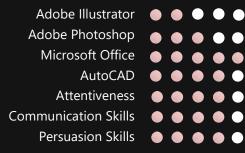


PROFILE SUMMARY

I am currently pursuing Diploma in Business Management at PORTMAN College. I am hardworking, patient and passionate. I aim to utilize my communication and problemsolving skills and experiences to provide effective support for the company.

PROFESSIONAL SKILLS



LANGUAGES



ASHELY CHIN XUE YI

EDUCATION

Diploma in Business Management

PORTMAN College [Apr 2017 – Present] Current CGPA: 3.35

Sijil Pelajaran Malaysia

SMK (P) Assunta [Jan 2012 – Dec 2016] Secondary School

WORK EXPERIENCE

Sales Executive at Twenty7 Group

[Dec 2017 – Feb 2018]

- ✓ Maintain relationship with clients by providing guidance, information and recommendation.
- ✓ Prepare reports by collecting and summarising information.

Tele-Surveyor at IPSOS Group

[Dec 2016 - Apr 2017]

- Conduct market research interviews through phone.
- ✓ Meet all the standard position requirements to close quota.

CREDENTIALS

- ✓ Distinction in Chinese Oral Test & Writing test
- ✓ Mathematics Olympiad Primary Three Programme
- ✓ Best Team Award of Leadership Motivational Camp by LMF Language Centre
- Wind Band Festival KL 2011 Puan Sri Datin Seri Kai
 Yong Yeoh Challenge Trophy
- ✓ "A" for 1119 GCE O-Level Certificate issued by University of Cambridge

ACTIVITIES

Member of Omega Leo Clubs Malaysia

[Jan 2017 – Present]

 Collect clothing and shoes for orphanages and old folks' home

Member of World Vision Malaysia

[Jun 2016 - Present]

- ✓ 30-Hour Famine countdown volunteer 2016
- ✓ Office volunteer for administration job
- ✓ Roadshows supporter

Member of Alpha Leo Clubs Malaysia

[Jun 2012 – Jan 2017]

- ✓ Assisted secondary school lunch program for the poor students
- ✓ Organised a reading program for secondary schools

REFERENCES

Twenty7 Group

Contact : +60 12 248 8565 (Officer)

IPSOS Group

Name	: Mr. Abang Masfuandy
Designation	: Assistant Field Manager
Contact	: +603 2282 2244 (ext. 388)