



# 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

## 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 problem-solving skills and experiences to provide effective support for the company.

## PROFESSIONAL SKILLS

Adobe Illustrator	● ● ● ● ●
Adobe Photoshop	● ● ● ● ●
Microsoft Office	● ● ● ● ●
AutoCAD	● ● ● ● ●
Attentiveness	● ● ● ● ●
Communication Skills	● ● ● ● ●
Persuasion Skills	● ● ● ● ●

## LANGUAGES

English	● ● ● ● ●
Mandarin	● ● ● ● ●
Malay	● ● ● ● ●
Cantonese	● ● ● ● ●

## **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)