



# Blacky Low Wai Keen

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## PROFILE SUMMARY/CAREER OBJECTIVE

A quick learner and dynamic individual with adapt skills in customers service. I strong in customers service and planning to aim to contribute or add value to a potential company. Seek position in Customer Service.

## WORK EXPERIENCE

- **Partnerlink Sdn Bhd** — *Data Entry Part-timer*  
January 2018 - Present
  - Able upload to 1000 data within the deadlines given.
  - Check for errors and misspellings.
  - Able type 300 words per minute.
- **Big Bad Wolf** — *Event crew*  
December 2017 - January 2018
  - Handle customers issue and conflict immediately.
  - Manage solve emergency issue that happened in sudden.
  - Setup of audio visual equipment.
- **Jin Ye Ye** — *Promoter*  
December 2016 - February 2017
  - Aggressive and confident engage with customers.
  - Able reach the target before deadlines.
  - Demonstrate and explain products to customers clearly.

## EDUCATION

### **PORTMAN College - Diploma in Business Management**

April 2016 - Present

Grade (CGPA): 2.57

### **SMK Batu Lapan - SPM**

January 2010 - December 2015

Full Results: 6As, 2Bs and 1C

## ADDITIONAL SKILLS

- Executive Support, Client Relation and Organizing and Managing Skill
- Proficient in Microsoft Words, Excel and PowerPoint
- Able speak in English, Mandarin, Malay and Cantonese

## REFERENCE

- Ms. Catherine  
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