

PROFILE AND CAREER SUMMARY



Studying Diploma in Business Management at PORTMAN College currently. Seeking to leverage acquired academic knowledge and work experience to effectively fill a company's sales and marketing position. A hardworking worker aiming to help achieve the company's goals.

CARMEN LEE HUI JING

EDUCATION

PORTMAN College, Seri Kembangan

Apr 2017 - Present

Diploma in Business Management

CGPA: 3.0

Introduction to Accounting: B+

Business Statistics: A+

Financial Accounting: A

Microeconomics: B

SMK Taman Jasmine 2, Kajang Selangor

Jan 2012 - Dec 2016

Sijil Pelajaran Malaysia

Grade: 4B, 2C+, 1C

WORKING EXPERIENCE

PORTMAN College, Seri Kembangan

Dec 2017 - Jan 2018

Marketing Assistant

- Identified consumer's needs and provided them with solutions
- Targeted both offline and online consumers by designing a comprehensive marketing strategy
- Generated student leads through telemarketing and social media
- Brought in student for campus tour and counselling

Cashier

- Received payment by cash, credit cards and issued receipts, refunds or change due to customers
- Made sure the change is accurate before issuing to customers.
- Ensured the amount of money in cash drawer is correct at the beginning of shifts and adequate change is available.

SKILLS

- Communication skills
- Event Planning
- Interpersonal skills
- Presentation skills

PROJECTS

GET RICH 2018 & Financial Education Convention 2018

Jun 2018

Person in Charge for PR and Social Media

- Invited speaker from different industry
- Prepared invitation letter, reminder letter and appreciation letter
- Prepared marketing collateral for the event

Asia Human Capital Development Conference 2018

Mar 2018

Assistant of Event Co - Organiser

- Assistant emcee
- Delivered the information to emcee

REFERENCES

- | | |
|--------------|----------------------------------------------|
| 1. Name | : Mr. Victor Lee |
| Company Name | : Shell Station (Prima Saujana) |
| Position | : Manager |
| Contact No. | : 017 - 6122668 |
| 2. Name | : Mr. Gym Chan |
| Company Name | : PORTMAN Education Group |
| Position | : Group Head of Marketing & Student Services |
| Contact No. | : 016 - 2773968 |