



CHERYL LIM CHEE WEI

A final year student from PORTMAN College that is seeking for full time Marketing position. Would like to utilized my practical experience, strong marketing skills and my passion to have a chance for contributing to your company.



WORK EXPERIENCE

MARKETING ASSISTANT

PORTMAN Academy | December 2017- Present

- Generate RM320,000 sales by leveraging on telemarketing.
- Works closely with clients to identify their needs.
- Works under the direction of a marketing director or manager to help reach the company's marketing goals and objectives.

MARKETING ASSISTANT

PORTMAN College | December 2016 - February 2017

- Generated RM150,000 sales by leveraging on telemarketing.
- Worked closely with clients to identify their needs.
- Supported marketing executives in organizing various projects.
- Communicated directly with clients and encouraged trusting relationship.

ADMINISTRATIVE ASSISTANT

Lim Steel S/B | December 2015 - April 2016

- Answered and managed incoming and outgoing calls while recording accurate messages.
- Obtained signatures for financial documents and internal and external invoices.
- Maintained electronic and hard copy filing system.
- Performed data entry and scan documents.

SALES EXECUTIVE

Amway Malaysia | December 2015 - April 2016

- Consistently hit and exceeded sales goals by 6%.
- Built strong client relationships and provided high value-adding services.

TUITION TEACHER

Sheng Yang Tuition Center | May 2013 - October 2015

- Proofread and evaluated students' writing and gave feedback.
- Adapted teaching methods and materials to meet students' varying needs.



EDUCATION

DIPLOMA IN BUSINESS MANAGEMENT

PORTMAN College | 2016 - 2018

Current CGPA 2.74

As - Community Leadership, Achieving Results through Teamwork.

B+ - Information Technology for Business, Business Mathematics.

SPM Certificate

SMK Sinar Bintang | 2010 - 2015

7 As, 2 Cs, 1D

As - History, Mathematics, Science, Account, Economics, Bahasa Cina and Pendidikan Moral.



ADDITIONAL SKILLS

- Microsoft Office skills
- Driving License (D)
- Can speak fluently in English, Mandarin and Malay



REFERENCE

- Ms Lim Mei Kuan
- Owner of Sheng Yang Tuition Center
- 012 - 3816239
- Ms Lim Sock Chong
- Owner of LimSteel Sdn Bhd
- 012 - 6871585