



CHLOE ANG KAR YEE

A final year college student that seeking administration executive position. Possess proven administrative working experience such as training administrative during internship and Vice President of Finance during diploma course. Aim to utilize my administrative skills and experience to provide effective support for the company.

EDUCATION

Diploma In Business Management

PORTMAN College

CGPA 2.75

2016 - 2018

- Business Mathematics - Grade A
- Introduction to Accounting - Grade A
- Achieve Results Through Teamwork - Grade A

Sijil Pelajaran Malaysia (SPM)

SMK Seri Saujana

5As 5Bs

2015

- English - Grade A
- Mathematics - Grade A
- Science - Grade A
- Account - Grade A
- Economic - Grade A
- Bahasa Melayu - Grade B
- Bahasa Cina - Grade B
- Moral - Grade B
- History - Grade B
- Additional Mathematics - Grade B

WORK

EXPERIENCE

ATCEN Sdn Bhd, Trainee

DECEMBER 2017 - JANUARY 2018

- To administer in-house and public workshop trainings such as preparing training materials
- Prepared and maintained training registers' name list, training worksheets and relevant documents
- Edited correspondence reports and presentation slides
- Ensured that training venue readied to use

ADDITIONAL SKILLS

INTERESTS

REFERENCES

PORTMAN College, Marketing Assistant

DECEMBER 2016 - JANUARY 2017

- Generated total RM60,000 sales through telemarketing and social media platforms
- Followed up and made appointments with clients
- Maintained relationships with clients by providing support, information and guidance

Super Education Group, Teacher Assistant

FEBRUARY 2016 - APRIL 2016

- Monitored the progress of homework of students
- Assisted teachers on getting teaching materials done
- Edited and printed study notes before class started
- Enforced class rules to teach students proper behaviour

Isabelle Boutique, Sales Executive

DECEMBER 2015 - JANUARY 2016

- Advised customers by providing information on products
- Managed documents by creating or updating customer profile records
- Processed payments by totaling purchases; processing cash and credit cards

- The ability to use Microsoft Office
- Speak fluently in English, Mandarin and Malay
- Driving license (D)

Hobbies

- Dancing
- Acting
- Pet care

Millionaire Business School, Vice President of Finance

MAY 2016 - JULY 2017

- Prepared monthly financial report
- Managed cash flow
- Document management
- Paperwork
- Organised corporate events such as Financial Education Convention 2017, GET RICH Through Business & Investment 2016 and PORTMAN Business Festival 2016

References are available upon request