



# Chris Low Ming Kin

## PROFILE SUMMARY

- I am hardworking and a passionate person. Currently studying final year of Diploma in Business Management.

## CAREER OBJECTIVE

- Seeking for a position of an event planning .

## WORKING EXPERIENCE

- Dealer , Casino Genting Highland ( January 2016 - March 2016 )
  - Incharged of games such as Roulette, Sic Bo and Mini Dice.
  - Calculated and make sure the payments are correct.
  - Picked up the losing chips from the chip machine.
- Event crew, PORTMAN College.
  - Organised different types of events such as family day, magic show and fund raising dinner.
  - Incharged of PA system during event.
  - Researched sponsorship for events.
  - Designed the floor plan of events.
  - Arranged the itinerary of events.
- Accountant, Big Asia World Travel & Tour Sdn.Bhd. ( Jun 2017 - August 2017 )
  - Prepared asset, liability, and capital account entries by compiling and analyzing account information.
  - Documents financial transactions by entering account information.
  - Prepared payments by verifying documentation, and requesting disbursements.

## CURRICULUM ACTIVITIES

- Assistant Manager of PORTMAN Sport Club ( Year 2017 - Present )
  - Updated planning and progress to advisor.
  - Made sure all the management team and members join the meetings.
  - Assisted in editing poster, backdrop and invitation card.
  - Made sure all management team do their own parts.
  - Sent approval letter for renting sport equipments in college.
  - Allocated tasks to the team members.

## EDUCATION

- Diploma in Business Management, PORTMAN College
- SPM, Sekolah Menengah Kebangsaan Karak ( 2012 )

## PROFESSIONAL SKILLS

- Basic level in editing with Adobe Illustrator and Adobe Premiere Pro.
- Able to speak in four languages such as English, Chinese, Bahasa Malaysia and Cantonese.
- Proficient in Microsoft Word, Microsoft Excel and Microsoft PowerPoint.

## REFERENCES AVAILABLE UPON REQUEST

- Ms. Kylie Leong  
Secretary of Big Asia World Travel & Tour Sdn.Bhd.  
+603-9082 7606  
Bigasiaworld@gmail.com
- Ms. Luna Yap  
Advisor of PORTMAN Sport Club  
010-229 0134  
Luna.y@portman.edu.my