



CODY LAM JIN QUAN

CAREER OBJECTIVE

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

EDUCATION

**DIPLOMA IN BUSINESS MANAGEMENT
PORTMAN COLLEGE
CGPA 2.50**

2017-2018

Introduction to Accounting - Grade A

Business Mathematics - Grade A

**SIJIL PELAJARAN MALAYSIA (SPM)
SMK BANDAR BARU SUNGAI LONG
1A 1B**

2016

1A - Mathematics

1B - Additional Mathematics

EXTRA CURRICULUM ACTIVITIES

**VICE PRESIDENT OF EVENTS, MILLIONAIRE
BUSINESS SCHOOL**

AUGUST 2017 - FEBRUARY 2018

- Event management
- Event organiser
- Organised corporate events such as FINANCIAL EDUCATION CONVENTION 2017, GET RICH THROUGH BUSINESS & INVESTMENTS 2018
OUTLOOK

WORK EXPERIENCE

TEA LIVE, CASHEIR

November 2016 - January 2017

- Operating the cash register and handling cash transactions with customers.
- Attention to detail and mathematical skills.
- Stock Management.
- Financial Management.
- Achieved sales such as member card.

PORTMAN COLLEGE, MARKETING ASSISTANT

January 2017 - March 2017

- Generated sales through telemarketing and social media platform.
- Recruited students to study in the college.
- Followed up and make appointment with students.

BJ520, CASHIER

January 2018

- Operating the cash register and handling cash transactions with customers.
- Attention to detail and mathematical skills.
- Stock Management.
- Financial Management.

PROFESSIONAL SKILLS

- Event planning
- Presentation skill
- The ability to use printers and other office equipment
- The ability to use Microsoft Office Software
- The ability to use Adobe Premiere Pro CC
- The ability to use Adobe Photoshop
- The ability to use Adobe After Effect

INTEREST

- Video Editing
- Photo Editing
- Drawing
- Solving Mathematics

REFERENCES

Reference available upon request