



# DANNY, LEE JIA HAO

## DETAILS

DATE / PLACE OF BIRTH

1999-3-20  
Seremban

NATIONALITY

Malaysian

## SKILLS

Microsoft word

Microsoft Power Point

Microsoft Excel

Time Management

Teamwork

## LANGUAGES

Chinese Mandarin

Malay

English

Cantonese

## PROFILE

I'm looking for the position as Employment Supervisor in Human Resources Department.

## EDUCATION

PORTMAN College, Seri Kembangan

April 2017 – Present

Degree: Diploma In Business Management

Current CGPA: 2.55

SMK Dato Klana Putra, Lenggeng

January 2012 – November 2016

Degree: Sijil Pelajaran Malaysia

SPM results obtained 3As,4Bs and 2Cs.

## EMPLOYMENT HISTORY

Executive Marketing Assistant at PORTMAN College

December 2017 – March 2018

- Approached students through phone call.
- Provided effective advised on students courses.

Finance and Operational Account at KVC Industry SDN BHD, Bangi

December 2016 – March 2017

- Recorded payment information.
- Responsible on the company's cash flow.

## PROJECT

VIP Guests Usher,PORTMAN Education Group Annual Dinner 2018

July 2018

- Assisted with directing guests to their seats.
- Provided training for the team members.

SPM Workshop at SMK Seri Kembangan

January 2018

- Promoted PORTMAN College to the SPM students.

## REFERENCES

Mr. Gym, Group Head of Marketing and Student Services from PORTMAN Education Group

[gym\\_chan@portman.edu.my](mailto:gym_chan@portman.edu.my) | [016-2773968](tel:016-2773968)

Ms. Lee, AP Team Manager from KVC Industrial Supplies Sdn.Bhd

[customer-service@kvc.com.my](mailto:customer-service@kvc.com.my) | (+603) [89252828](tel:89252828)

Mr. Khairuhady,Head of Academic from SMK Dato Klana Putra

[SMKDKPL.edu.my](mailto:SMKDKPL.edu.my) | (+603) [87667769](tel:87667769)