



EDWARD TANG CHI CHOONG

OBJECTIVE

To give my best performance in your reputable organisation. Bring strong knowledge of human resource policies and ability to utilise this knowledge in meeting deadlines.

SKILLS

- Presentation Skill
- Communication Skill
- Task Managing Skill
- Counselling Skill
- Conflict Management

ABILITY

Able to

- Adhere to instructions and deliver results
- Work under pressure
- Multitask
- Collaborate well in a team

EDUCATION

TERTIARY EDUCATION

DIPLOMA IN BUSINESS MANAGEMENT • APRIL 2017 - PRESENT • PORTMAN COLLEGE

**Core Subjects – Community Leadership,
Integrated Marketing Communication,
Strategic Management
Introduction to Entrepreneurship**

SECONDARY EDUCATION

SIJIL PELAJARAN MALAYSIA (SPM) • JANUARY 2012 - MARCH 2017

• SMK BANDAR UTAMA DAMANSARA (2)

Grade – 2A, 4B, 4C

Field of study – Science Stream

EXPERIENCES

PROMOTER• WASTON THE MINES • MAY 2018 – JUNE 2018

- Demonstrate and explain products in order to persuade customers to purchase products or utilize services.
- Keep areas neat while working, and return items to correct locations following demonstrations.
- Sell promoted products, and keep records of sales.

MARKETING ASSISTANT• PORTMAN COLLEGE• DECEMBER 2017 – JANUARY 2018

- Place phone calls to potential clients from our computerized directory.
- Communicate respectfully and politely with potential customers at all times.
- Sell products and keep records of sales.

INTEREST

- Basketball
- Swimming
- Travel
- Reading

REFERENCES

- 1 -Mr. Gym Chan
-Group Head of
Marketing and Student
Service of PORTMAN
Education Group
-016 - 277 3968
- 2 -Mr. Edward
-Supervisor
-Proviton Food
Supplements
-010 - 218 0367

STORE ASSISTANT • YONMING GROUP • JANUARY 2017 – MARCH 2017

- Coordinate with stock clerks to replenish items on the floor when necessary.
- Assisted the sales staff in retail stores.
- Collaborate with other departments to prevent stock loss.

WAITER • RESTAURANT SF • DECEMBER 2015 – DECEMBER 2016

- Ensure the guest feels important and welcome in the restaurant.
- Adhering to customers' needs and wants.
- Assisted in keeping the restaurant clean and safe.

VOLUNTEER EXPERIENCE OR LEADERSHIP

CAPTAIN OF PORTMAN DRAGONS (AUGUST 2018 – PRESENT)

- Was selected as the captain of PORTMAN Dragons for the year 2018.
- Lead by examples, attend all trainings and meetings.
- Representing the team in the case of arguments.

33rd WORLD CHINESE BASKETBALL TOURNAMENT 2017 MALAYSIA VOLUNTEER (DECEMBER 2017)

- Worked as a court coordinator in their event.
- Assisted the players from other countries to fulfill their needs and wants.
- Communicate with management and ensure the event run smoothly.

VICE PRESIDENT OF PR & SOCIAL MEDIA (SEPTEMBER 2017 – SEPTEMBER 2018)

- Was elected for the VP of PR & Social Media of Student Council 2017/2018.
- Organised events, mostly targeting internal audiences.
- Assisted students relating to management issues or personal issues.
- Promote student council and PORTMAN education group with Social Media platform.
- Maintain the relationship between student council and the public.