



Edwin Yau Kai Yuan

Profile Summary : A dedicated team player.

Career Objective : Passionate about the administrative skills. Expand skills by working with a dedicated and innovative team of members.

WORK EXPERIENCES

Big Bad Wolf | Malaysia.

Full-Time Crew (Floor team)

November 2017 - December 2017

- Answered customers' questions and provide information on procedures.
- Managed the floor with team members.

Restaurant BBQ Garden Grill & Steamboat Sdn. Bhd. | Selangor, Malaysia.

Waiter & Cashier

January 2016 – March 2016

- Received payment by cash and voucher.
- Made sure the change is accurate before issue to customer.
- Always make the order correctly.

PROJECTS

THE 33rd WORLD CHINESE BASKETBALL INVITATIONAL TOURNAMENT MIECC, MINES INTERNATIONAL EXHIBITION (16th–20th November 2017)

- Volunteer
- Achieved the Key Performance Indicators(KPI) of 500 survey form within 5 days event together with the team.
- Assist the participants when they are in need,



LEO CLUB OF PORTMAN COLLEGE METRO (O) DISTRICT GOVERNOR'S Outstanding Leo Treasurer

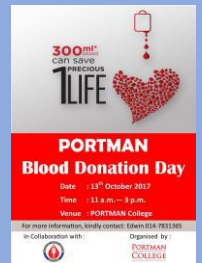
- Outstanding Achievements in fulfilling the service mission of the Leo Programme for Fiscal Year 2016-2017.



PORTMAN Blood Donation Day (13th October 2017)

Organizing Chairperson

- Organized PORTMAN Blood Donation Day with 10 other team members.
- Created awareness to the community about blood donation.
- Raised funds for the campaign.



EDUCATION

PORTMAN College
Diploma in Business Management
(April 2016 – Present)

Sekolah Menengah
Kebangsaan Methodist
Sijil Pelajaran Malaysia
(January 2010 – December 2015)

SKILLS & INTERESTS



Backpacker with
different people

Drawing

- Microsoft Word
- Microsoft Power Point
- Microsoft Excel
- Microsoft Publisher
- Adobe Premiere Pro
- Adobe Photoshop

REFERENCES

Mr. Lim Kim Long
(Manager)
Restaurant BBQ Garden Grill &
Steamboat Sdn. Bhd.
T: 016-6111009

Ms. Siti Noorul Arifah
(Teacher)
Sekolah Menengah Kebangsaan
Methodist
T: 019-3732962