



## **ELIN TEY XUE CHYI**

### **PERSONAL PROFILE/ OBJECTIVE**

A confident person who has the ability to come up with interesting ideas for unforgettable marketing campaigns. Successful working in a team environment, as well as independently. Believe personality would be the best utilised in this position because the person who have extremely outgoing, driven and an amazing work ethic well. Seeking a Marketing Executive position.

### **WORKING EXPERIENCES**

#### **KEMAMAN FATBOY, Production Executive**

JAN 2018 - FEB 2018 (PROJECT BASIC)

- Responsible for overseeing the day-to-day operations of all of the productions
- Lead production operations, coordinate production staff and ensure the quality and profitability of products
- Check the quantities of goods on display and in stock

#### **GINYI , Marketing & Sales Executive**

FEB 2016 - FEB 2018 (PROJECT BASIC)

- Listen to customer requirements and present appropriately to make a sale
- Present the products favourably and in a structured professional way face-to-face to customers
- Check the quantities of goods on display and in stock
- Record sales and order information and sending copies to the sales office, or entering figures into a computer system

#### **JFY Enterprise, Operations Executive**

MAY 2016 - JUN 2016 (PROJECT BASIC)

- Responsible for overseeing the day to day operations of all of the productions
- Ensure the organisation meets its goals and operates successfully
- Ensure operations function to promote growth and meet financial objectives
- Handled & worked with a team of operations assistant
- Setting and reviewing budgets and managing cost

### **EDUCATION**

#### **Diploma in Business Management**

PORTMAN COLLEGE MINES 2 CAMPUS | 2018 Final Year

- Vice President of Finance of Student Council 2016/2017
- Co-organiser of PORTMAN College Graduation Ceremony
- Project Manager of PORTMAN Shock Wave Event
- Assistant Project Manager of PORTMAN Fundraising Event
- Assistant Project Manager of Malaysian Culture
- Operations Department of King of the Game Event

## **PROFESSIONAL SKILLS**

- Proficient in Microsoft Access (Word, Excel and PowerPoint)
- Proficient in Photoshop Express and Adobe Illustrator
- Ability and desire to sell and excellent communication skills
- Demonstrated strong interpersonal, organizational skills and planning skills
- Speak in 3 main languages (Bahasa Melayu, English and Mandarin)

## **EXTRA CURRICULUM ACTIVITIES & INTEREST**

Vice President of Finance of Student Council 2016/2017

PORTMAN College | July 2016 - August 2017

- Assist with annual operating plans – providing insights to historical cost drivers and expenditures
- Update financial data in databases to ensure that information is accurate
- Monitor and analyze monthly operating results against budget

## **CERTIFICATE OF EXCELLENCE**

PORTMAN COLLEGE HERITAGE CAMPUS | 2016/2017

Vice President of Finance of Student Council 2016/2017

## **REFERENCES**

### **Ginyi Trading Sdn. Bhd.**

Name : Mrs. May Wong

Position : Supervisor

Contact No. : 010 - 260 1326

### **KEMAMAN FATBOY**

Name : Mr. Jayden Koay

Position : Founder

Contact No. : 016 - 935 4599