



GINNY SEOW XING XIANG

A final year student from PORTMAN College, taking Diploma in Business Management.

Responsible, Determined, and Focus.

Seeking a sales and marketing position that provides an opportunity to utilize my skills and experience to further contribute to the organization.

EDUCATION

PORTMAN College

2016 - 2018

- Diploma in Business Management
- To be completed in July 2018



WORK EXPERIENCES

ATCEN SDN BHD, Trainee

AUGUST 2017 - PRESENT

- One of the event organizer of "Asia Human Capital Development Conference 2018 (Asia HCDC)".
- Manage to get a Gold Sponsorship (RM6,000) and two exhibitors (RM4,000) for "Asia HCDC".
- Manage to get two media partner which is HR Asia and Entrepreneur Insight to cover "Asia HCDC"

PORTMAN College, Marketing Assistant

NOVEMBER 2016 - FEBRUARY 2017

- Generated student lead through telemarketing and social media.
- Worked closely with clients to identify their needs and challenges.
- Brought in student appointments.
- School visit for workshop and motivational talks.
- Managed to achieve RM 60,000 sales by recruiting students.

ALWAYS e-Promode, Promoter

JUNE 2016 - PRESENT

- Explain products and services to persuade purchase.
- Achieve sales goals and service performance.
- Achieve top sales for product selling such as Enfagrow, Mooncake, Jussu Juice and so on.
- Achieve RM 2,000 personal sales per day when selling Mooncake.

Where Else Cafe & Kitchen, Co-supervisor

NOVEMBER 2015 - APRIL 2016

- Greeted customers and provided excellent customer service.
- Handled customers concerns and complaints.
- Solved the problems and provided the best experience to customers.
- Built loyal clientele through friendly interactions and consistent appreciation.
- Managed all the workers and ensure their performance in workplace.
- Handled credit transaction quickly and accurately.



ADDITIONAL SKILLS

- Microsoft Office skills
- Driving license (Car)
- Fluent in four Languages
 - English
 - Mandarin
 - Bahasa Malaysia
 - Cantonese



INTERESTS

Hobbies

- Club Memberships
- Community Involvement
- Cooking
- Traveling

Millionaire Business School, President

JANUARY 2017 - SEPTEMBER 2018

- Managed the team performance and ensure things get done on time.
- Conducted meetings with effective outcomes.
- Made decision on every planning and execution.
- Provided clear direction and objection to the team.
- Project manager and event organizer of "Financial Education Convention 2017".
- One of the event organizer of "Business Festival 2016" and "GET RICH through Business & Investment 2016 Outlook".



REFERENCE

References available upon request