

Ku Kar Mei



EXPERIENCE

Brain Dance Kindyland — Clerk

January 2016 - May 2016

- Data entry into computer
- Receive tuition fees from student's parent
- Follow up with parents
- Teaching children in extra class

Big Bad Wolf KL 2017 — Stationery

December 2017

- Arrange the stationery
- Lend stationery to BBW crew
- Follow up with those who did not return the stationery

EDUCATION

PORTMAN College — Diploma in Business Management

-Last year

-As : E-commerce, Introduction in Accounting, Malaysian Studies

-CGPA : 2.57

SMK Bandar Baru Sungai Long — SPM

-2011 until 2015

-1A, 5B+, 2Cs, 1D

-A : Science

-B+ : Sejarah, Prinsip Perakaunan, Mathematics, Moral, Ekonomi Asas

PROFILE SUMMARY

Experience in organize event during tertiary education time with lots of energetic, hard working, honest, responsibility and friendly.

CAREER OBJECTIVES

Seeking a position in organize event which provides a plenty of variety of opportunities and challenges.

LANGUAGES

Mandarin, English, Malay

INTEREST

Listening music, watching movies, travelling, cooking

PROFESSIONAL SKILLS

Microsoft Office, Keyboard skills, Proficient with internet search and mailing, Presentation skill

REFERENCE

Ms. Connie (owner)Brain Dance Kindyland
012-2779755