## 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

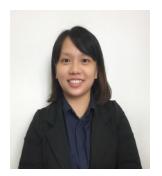
-Last year

-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