



HARRIS LEE

Profile Summary and Career Objective

Highly capable of preparing, organizing and maintaining documents, files and records of a company well. Well organised and detail-oriented in completing task, dedicated and focused in administration field.

Employment History

Sales Promoter at I.O One Jeans Sdn Bhd

December 2016 - February 2017

- Promoted and introduced quality jeans and shirts which suits the customers.
- Provided tailor services to customers.
- Replenished inventory.

Assistant Photographer at YS Color Foto Studio Sdn Bhd

February 2015 - November 2015

- Setted up lighting and accessories for photographer.
- Shot passport photo for customers and assisted photographer at schools or universities' convocations.
- Edited and printed photos for customers.

Tuition Teacher at Tadika Bestari Sri Serdang

January 2013 - December 2014

- Taught English, Mathematics and Chinese subjects for primary students from standard 1 to standard 4.
- Prepared learning materials for students.
- Managed students behaviour in the classroom and enforced rules and procedures.
- Observed and evaluated students' performances and provided appropriate feedback to their parents.
- Participated in tuition center's meeting and parents' meeting.

Projects

The CEO of "Omni Dishes Agency"

November 2017 - December 2017

- Developed and executed marketing plans for "The Joy Of Sharing" steamboat restaurant at Damansara.
- Created brand awareness for "The Joy Of Sharing" steamboat restaurant through social media.

Finance Manager of PORTMAN Fundraising Dinner 2017

September 2017 - November 2017

- Prepared financial documents and reports for the fundraising dinner.
- Managed budgets and handled fund with care.
- Setted up sales target for the team members.
- Conducted researches and analyses for cost-reduction opportunities.

Assistant of event co-organiser for “A Night with Lights, A Night with Families” community event at Puchong

September 2017 - November 2017

- Assisted in organizing facilities, decoration, catering, entertainment and transportation for the event.
- Prepared meeting minutes, proposals and reports to all the event committees.
- Delivered messages from event co-organiser to all the event committees.
- Scheduled and confirmed conferences for all the event committees.

Education

PORTMAN College, Seri Kembangan, Selangor

September 2016 - Present (Completion in September 2018)

Programme: Diploma in Business Management

CGPA: 3.17

Skills

Software

Microsoft Office: Word, Excel, PowerPoint



Intermediate

Adobe Software: Adobe Photoshop, Adobe premiere pro



Intermediate

Interest

Hobbies

- Cycling, Jogging, Organising gatherings

References

Principal of Tadika Bestari Sri Serdang - 014-6670668 (Madam Penny Seh)

Supervisor of I.O One Jeans Sdn Bhd - 03-89411012 (Ms. May Chong)