



LOK LENG HUN (ISAAC)

PERSONAL PROFILE

I am greatly cooperative, considerate and compliance person. Seeking for a position as marketing executive in your company.

EDUCATION

1) Diploma in Business Management

PORTMAN College
APRIL 2017 - PRESENT

a) Current CGPA: 2.98

- A's: Microeconomics, Introduction to Accounting, Bahasa Kebangsaan,
- B's: Business Communication, English for Business, Business Mathematics and etc.
- Others

2) Sijil Pelajaran Malaysia (SPM)

SMK Bandar Sri Damansara (2)
JANUARY 2012 - DECEMBER 2016

- Grades: 3As', 2Bs', 3Cs', 1D

WORK EXPERIENCE

Arissto, Coffee Ambassador

AUGUST 2018 - PRESENT

- Implemented effective communication to the interested party on the product
- Ensure the products are delivered in time
- Describe product features and benefits precisely

ACHIEVEMENT/PROJECT

Person In Charge of PORTMAN Weekly Fun Fridays

MAY 2018 - PRESENT

- To develop a good relationship among all PORTMAN students and staffs through impactful programs
- Ensure a healthy culture in PORTMAN College
- Ensure a smooth flow of the event

Head of Usher Team for PORTMAN Debate Event (Project Basis)

OCTOBER 2017

- Delegated tasks, gave guidance and set a clear direction for the team members
- Ensured the high-quality service was delivered during the event.
- Prompt respond on audience needs

INTEREST

1) Hobby

- Hiking, badminton, dance, travel

References

1) Ms. Lai Sammi

- Advisor of PORTMAN Groovers club
- 011-1504 8026

2) Mr. Hendrick

- Coffee Ambassador Leader of Infinite team (Arissto)
- 013-288 1168

Assistant Manager of PORTMAN Groovers club

JUNE 2017 - SEPTEMBER 2018

- Organised Flash Mob Event
- Organised Fun Fridays Event
- Ensure a smooth flow of the event

Top 5 Supporters for PORTMAN Student Council

JUNE 2017 - SEPTEMBER 2018

- Volunteer for PORTMAN Student Council in organizing events. For examples, setting up, logistics, and others
- Volunteer to welcome new intake students. For examples, gave a good impression to the new intake students, interact with the new students, led them in the gaming sessions and others
- Contribute to the society with Student Council. For examples, Old Folks Home and Dog Shelter.

SKILLS

- Microsoft Office (Word, Excel, PowerPoint, Publisher)
- Elementary in Adobe Premiere Pro
- Driving license - Class D
- Good analytical skills for problems