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# Iva Cheah

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## Professional Summary

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Seeking a position in Marketing Field. Have good knowledge of social media management and email marketing skill, strong interpersonal skills and extensive client facing experiences

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## Employment History

### **Prudential Assurance Malaysia Berhad/** Wealth Planner

Philio Damansara, TMK  
(Aug 2016 - Feb 2018)

- Determined clients' particular needs and financial situations and provided advice to help clients to plan for their short and long term financial goals
- Stayed up to date to current news in order to explore new marketing ideas to open case
- Executed cold calling to approach strangers in order to get new sales appointment.

### **Rednose /** Promoter

Puchong  
(Nov 2017-Feb 2018)

- Introduced and demonstrated new products to customers
- Solved complaints and problems from customers

### **Cultural Promote Campaign/** Team leader

Seri Kembangan  
(Oct 2017)

- Set direction and lead the team to accomplish the task to achieve the goal
- Spreaded the culture of PORTMAN College to the outsiders by introducing the practice of hand shaking to them.

### **PORTMAN Clothes Donation 2017/** Head Of Planning

Seri Kembangan  
(Aug 2017 - Oct 2017)

- Set direction and developed strategies for the team to work out and achieve success

- Collected clothes from the resident areas and donated it to the charity.
- Spread the awareness of recycling and reusing of clothes among the targeted residents in the particular areas.

**Bizzy Body The Slimming Expert/ Telemarketing**

Puchong, HQ

(Dec 2015-Dec 2017)

- Placed phone calls to potential clients and set appointments with prospective customers

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**Education**

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- **PORTMAN College / Diploma In Business Management /** 2016-Present (completion in June 2018)
  - B+ in English Communication, English for Business, Introduction to Accounting, Achieving result through teamwork, Business Organization, Business Management, Malaysian Cinema, Principles of Marketing and Microeconomy

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**Additional Skills**

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- Microsoft Office : Word, Excel, PowerPoint [Intermediate]
  - Adobe Premiere Pro [Intermediate]
  - Twitter, Facebook , Instagram marketing and advertising [Intermediate]

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**Languages**

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- English (Fluent)
  - Bahasa Melayu (Fluent)
  - Mandarin (Fluent)

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**Interest**

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- Swimming
  - Singing
  - Musical instrument

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**License**

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- Driving license (Full)
  - Insurance Quality Agent license
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## References

Mr. KC Yio, Administrative Manager From TMK Prudential  
0169144229

Ms. Jyanne Lee, Supervisor From Rednose Agency  
0162781596

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