



Jasmine Then

PROFILE SUMMARY & CAREER OBJECTIVE

Currently studying Diploma in Business Management at PORTMAN College. Seeking to apply for a position as a Front Desk Officer in the Financial Institutions Industry.

EDUCATION

- 1. PORTMAN College** Apr 2017- Present
Diploma in Business Management
Core subjects - Integrated Marketing Communication
- Community Leadership
- Strategic Management
- Introduction to Entrepreneurship
- 2. SMK SERI KEMBANGAN** Jan 2011 - Dec 2016
Sijil Pelajaran Malaysia
1A 6B 2C

WORKING EXPERIENCE

- 1. Libress** May 2018 - Jun 2018
Promoter
- Served customers and handled their enquiries.
- Demonstrated and explained products and methods.
- Recorded and pushed sales.
- 2. PORTMAN College** Apr 2018 - May 2018
Telemarketer
- Collected database
- Contacted prospective customers by telephone.
- Provided sales for company

3. Go Noodle House (1 month)

Dec 2017

Waitress

- Managing dining reservation schedule.
- Communicated with customers to resolve complaints or ensure satisfaction.
- Welcomed the customers.

4. Excellearn Tutorial and Training Centre

Jan 2017 - Mar 2017

Admin and Tutor

- Data entry.
- Planned meetings and took detailed minutes.
- Assisted students to complete homework.
- Tutored subjects in Science and Mathematics.
- Supervised and monitored the safety of children in their care.

ADDITIONAL SKILLS

- Proficient in Microsoft Office
- Good Team Player
- Presentation skills
- Communication skills

INTERESTS

- Hobby : Hiking, swimming, playing badminton

REFERENCES

1. Name: Ms. Karen

Company Name: Go Noodle House

Position: Outlet Manager

Contact No. : 016 - 288 8278

2 Name: Mr. Gym

Company Name: PORTMAN Education

Position: Group Head of Marketing and Student Services

Contact No. : 016 - 277 3968