



CHAN SHENG HUA (KARON)

OBJECTIVE

- Fast learner and hardworking are my advantages. Seeking to apply my knowledge to fit the role of finance and administration in your company.

LANGUAGE

- Fluent in Mandarin
- Intermediate in the following languages: Malay, English, Cantonese & Hakka

EDUCATION

DIPLOMA IN BUSINESS MANAGEMENT PORTMAN COLLEGE | APR 2017 - PRESENT

- Current CGPA: 3.15
- Introduction to Accounting : A+
- Financial Accounting : A+
- Business Mathematics : A
- Business Statistic : A+

SIJIL PELAJARAN MALAYSIA (SPM) SMK PERIMBUN | JAN 2012 - NOV 2016

- Grade : 2A's, 2B's, 5C's
- Mathematics: A
- Principal Accounting: A
- Moral: B+
- Bahasa Melayu: B
- Others

WORK EXPERIENCE

WAITRESS (PART TIME) WONG KOK CHAR CHAN TENG | JAN 2017 - FEB 2017

- Understand the needs and wants of customers
- Ensure that the customers receive appropriate care
- Able to arrange customers' orders during peak hour

WAITRESS (PART TIME) SWEET HEART CATERERS | MAR 2013 - SEPT 2013

- Setting up the dining area before event
- Carrying out basic food hygiene preparation tasks
- Perform side work by helping to provide a safe and clean work environment

SKILLS AND ABILITIES

- Intermediate in Microsoft Office (Words, PowerPoint, Excel)
- Intermediate in Public Address (PA) System
- Able to work with a team
- Ability to work efficiently and effectively
- Ability to work under pressure

INTERESTS

- Hobbies: swimming, singing, reading & watching movie
- Handling Public Address (PA) System

PROJECTS & ACHIEVEMENTS

PORTMAN 15TH ANNIVERSARY DINNER EVENT PORTMAN COLLEGE | JUL 2018

- The person in charge of the Audio & Visual Department
- Delegated tasks, gave guidance and set a clear direction for the team
- Ensure the smooth flow of the event

INTEGRATED MARKETING COMMUNICATION PROJECT PORTMAN COLLEGE | FEB 2018 - APR 2018

- Managed to achieve RM 40,000 sales by recruiting students

EXTRA-CURRICULAR ACTIVITIES

HEAD OF FINANCE AND ADMINISTRATION OF AUDIO VISUAL CLUB PORTMAN COLLEGE | APR 2017 - PRESENT

- Controlled the cash flow
- Prepared the monthly financial report
- Earned RM 700 for the club within 6 month

ASSISTANT TREASURER OF ST. JOHN AMBULANCE SMK PERIMBUN | JAN 2015 - OCT 2016

- Managed and overseen the financial accounts
- Calculated daily or weekly cash flow

TREASURER OF SPBT SMK PERIMBUN | JAN 2015 - OCT 2016

- Controlled the cash flow
- Managed both revenue and expenses and overseen the club budget

REFERENCES

MS. POH YI
PERSONAL ASSISTANT TO PRESIDENT/GROUP CEO
| 017 - 389 0658

MR. WAI JUN
MANAGEMENT OF SWEET HEART CATERERS |
012 - 6529679