



# LIOW KUN YEE

## Profile Summary and Career Objective

Looking for a full time administration position. Have experience in administration assistance and get a lot of skills from previous workplace. Eager to learn and support company's goals and objectives.

## Working Experience

**JUL 2012 -  
DEC 2017**

### **TOP ACE CONCEPT SDN BHD**

Administration Assistant

- To make sure stock are available
- To collect and compile all document files
- To make sure stock are available
- To receive phone calls from customers
- To prepare invoice

**JAN 2014 -  
OCT 2015**

### **MALAYSIA IT FAIR (Seasonal Part Time)**

Customer Service Crew

- To provide the latest information to customers
- To resolve problem from customers' complaint
- Giving a good services to customers

## Education

**APR 2015 -  
Present**

### **PORTMAN COLLEGE**

**Diploma in Business Management**

CGPA: 2.33

**JAN 2009 -  
DEC 2014**

### **SMK SERI KEMBANGAN**

**Sijil Pelajaran Malaysia**

SPM: 1A, 2B, 2C, 2D

## Additional Skills

- Proficient in MS Word, MS PowerPoint, MS Excel
- Documentation Skills
- Event Planning
- Languages – Mandarin, English, Malay

## Interest

- Hobby: organized event, reading, playing badminton
- Member of PORTMAN Sports Club (Event Manager)

## Reference

### **TOP ACE Concept Sdn Bhd**

- Jennifer Liow (Senior Administration)

012 – 3921 767

### **Malaysia IT Fair**

- Ivan (Senior Executive)

019 – 7159 331