

M.C.

LEONG WAI ZHEN

EDUCATION

PORTMAN College, Seri Kembangan
Diploma in Business Management
(April 2017 – Present)

Core Subjects:

- Integrated Marketing Communication
- Organisational Behaviour
- Event Management

SMK Karak, Bentong
Sijil Pelajaran Malaysia
(January 2011 – December 2016)

WORK EXPERIENCE

PADINI Concept Store, Resorts World Genting
Salesman for Vincci Accessories
(November 2016 – January 2017)

- Assisted the customers when they are in need
- Responsible to market and sell the accessories and watch

Arena of Stars, Resorts World Genting
Event Crew

(March 2014 – December 2014)

- Maintained the good order of the Arena of Stars during event
- Provided solution for the audience
- Organized the pre-execution of the event

PROJECTS

PORTMAN College, Seri Kembangan
Event Audio Visual Crew

- In-charge the audio visual of the show
- In-charge the atmosphere of the show
- In-charge on the audio visual flows during the event
- Events:
 - PORTMAN Education Fundraising Dinner 2018 (November 2018)
 - Entrepreneur Convention 2018 (September 2018)
 - Financial Education Convention 2018 (June 2018)
 - PORTMAN Career Fair 2018 (May 2018)
 - PORTMAN College New Campus Official Launch (February 2018)
 - Get Rich 2018 Outlook (January 2018)

Event Organizer, Advertising Department

- Responsible to design marketing collateral for the show
- Responsible on media feed of the event
- Organized awareness campaign for the event
- Events:
 - PORTMAN Education Fundraising Dinner 2018 (December 2018)
 - PORTMAN Asian Food & Beverage Festival 2018 (July 2018)
 - Financial Education Convention 2018 (June 2018)



PROFILE SUMMARY

A final year student from PORTMAN College, taking Diploma in Business Management. I am **responsible, creative, and goal driven**, who seek for an Event Executive position.

SKILLS

| | |
|---------------|--------------|
| Audio Visual | Intermediate |
| Documentation | Intermediate |
| Teamwork | Satisfactory |
| Editing Skill | Satisfactory |

ATCEN SDN BHD, Petaling Jaya

Event Audio Visual Crew

- In-charge the audio visual of the show
- In-charge the atmosphere of the show
- In-charge on the audio visual flows during the event
- Events:
 - SME Learning Conference 2018 (November 2018)
 - Asia Human Capital Development Conference 2018 (March 2018)

Audio Visual Team

Manager

(March 2018 - Present)

- Manage the team performance and ensure all the events are good
- In-charge the audio visual of the show
- Conduct meetings with effective outcomes
- Decision maker for every plan and execution
- Provide clear direction and objective to the team

INTERESTS

Hobbies

- Traveling
- Community Service

REFERENCES

PORTMAN College, Seri Kembangan

Name: Ms. Pohyi Choong
Position: Personal Assistant to President/Group CEO
Contact Number: 017-389 0658

PADINI Concept Store, Resorts World Genting

Name: Mr. Bei
Position: Person In Charge of Vincci Accessories
Contact Number; 016-965 8926