

M A D E L E I N E Y A P

## PROFILE AND CAREER SUMMARY

Studying Diploma in Business Management at PORTMAN College currently. Objective is to secure an administrative executive position.

## **EDUCATION**

PORTMAN College, Seri Kembangan 2016 - Present (To be completed in July 2018)
Diploma in Business Management

## **EXPERIENCES**

KEMAMAN FAT BOY, Serdang Production Executive (Project Basis)

15th January 2018 - 11th February 2018

• Produce high quality keropok to exceed customer expectation.

Big Bad Wolf Books, Seri Kembangan 4th December 2017 - 18th December 2017 Cashier (Project Basis)

- Received payment by cash, cheque, credit cards and voucher with care.
- Issued receipts, refunds or change due to customers in a fast, effective and efficient matter.
- Made sure the change is accurate before issue to customer.
- Ensured the amount of money in cash drawer is correct and adequate at the beginning of each shift.
- Answered customers' questions.
- Encouraged customers to register as Big Bad Wolf members.

Ginyi Trading Sdn Bhd, Cheras Leisure Mall

13th February 2017 - 26th February 2017 24th January 2016 - 6th February 2016

#### Promoter (Project Basis)

- Promoted hamper to customers.
- Checked stock count in the store.

# PROFESSIONAL SKILLS

- Microsoft Access (Basic)
- Possessed D License

# INTERESTS

- Hobby Play badminton
- Member of PORTMAN Sport Club

### REFERENCES

1. Name : Mr. Jayden Koay

Company Name: KEMAMAN FAT BOY

Position :Founder

Contact No. : 016-9354599

2. Name : Ms. Kai Wen

Company Name: Big Bad Wolf Books
Position :Management Team

Contact No. : 017-3021353