



MANDY SIOW MEI YEE

PROFILE & CAREER OBJECTIVE

A student of PORTMAN College. A hardworking and pay attention to the details person. Interested in accountancy and seeking a position in the field of accountancy, where can apply my knowledge and skills for continuous improvement.

ADDITIONAL SKILLS

- Good in Microsoft Word, Excel, and PowerPoint
- Good in documentation
- Able to speak English, Mandarin and Cantonese.
- The ability to communicate with client
- The ability to follow instruction
- The ability to work with others

INTEREST

- Interested in accountancy
- Things related to numbers
- Things that are challenging

WORK EXPERIENCE

WAITRESS

• **SHABU GARDEN@SOUTH GATE | NOV 2012 – DEC 2012**

- Able to do the cashier job
- Follow leader's instructions
- Serving customers interactively and politely

WAITRESS

• **GOLDEN SUN RESTAURANT | NOV 2013 – JAN 2016**

- Provide excellent service to customers
- Follow leader's instructions
- Work with team members
- Solve the customers' problem

MARKETING ASSISTANT

• **PORTMAN COLLEGE | NOV 2017 – JAN 2018**

- Assist marketing executive to key in the database
- Telemarketing and conduct appointments
- Communicate with the target audience

EDUCATION

SIJIL PELAJARAN MALAYSIA | SMK DESA PETALING

- 5As , 3Bs & 2Cs
- As – Sejarah, Mathematics, Prinsip Perakaunan, Perdagangan & Ekonomi Asas
- Bs – English, Science & Bahasa Cina
- Cs – Bahasa Melayu & Pendidikan Moral

DIPLOMA IN BUSINESS MANAGEMENT • PORTMAN COLLEGE@MINES 2

- Grade A+ : 1. Business Mathematics
2. Introduction to Accounting
- Grade A : 1. Microeconomics
- Final year: December 2018
- Current CGPA: 3.05

CURRICULUM ACTIVITIES

INTEGRATED MARKETING COMMUNICATION CLASS

- Manager of advertising department and PR & Events department.
- Communicate with e-bloggers to negotiate the price.
- Earn RM 150k for a steamboat restaurant with a team.

SUPPORTER OF STUDENT COUNCIL

- Have been selected to be the emcee for Industry Talk Thursday and PORTMAN Christmas CandyLand.
- Help Student Council to organize event like decorate for the event.
- Help Student Council to welcome new intake student.
- Join the Make A Difference day like visit old folks' home in Serdang.

THE SPEAKERS CLUB

- Member of The Speakers.
- To train public speaking skill and improve emcee skills.

REFERENCES ARE AVAILABLE UPON REQUEST
