



MICHELL TANG SEE HUI

PROFILE SUMMARY

A final year student who is studying Diploma in Business Management at PORTMAN College. Patient, supportive and friendly.

CAREER OBJECTIVE

Seeking a position as an Administration Executive where I can apply my knowledge and skills for continuous improvement.

SPOKEN LANGUAGES

- Mandarin
- Bahasa Malaysia
- English
- Hokkien

ADDITIONAL SKILLS

- Intermediate in Microsoft Office (Word, PowerPoint, Excel).
- Basic skill in using UBS Accounting Software.
- Leadership skills.

EDUCATION

DIPLOMA IN BUSINESS MANAGEMENT

PORTMAN COLLEGE | APR 2017 - PRESENT

- Current CGPA: 3.25.
- Core Subjects:
 - Principles of Marketing
 - Integrated Marketing Communication
 - Introduction To Entrepreneurship
 - Strategic Management
 - Human Resource Management

SIJIL PELAJARAN MALAYSIA

SMK DENGKIL | JAN 2012 - DEC 2016

- 2(A+), 2(A-), 1(A), 2(B+), 3(B)

WORK EXPERIENCE

SECRETARIAT ASSISTANT

PORTMAN COLLEGE | JUL 2018 - PRESENT

- Filing and documentation of subject modules and related documents of the company.
- Supported the work of Personal Assistant of the President of PORTMAN College on projects and documentation.

SALES & MARKETING EXECUTIVE (PROJECT BASIS)

DREAM EXPLORERS IMC AGENCY | FEB 2018 - APR 2018

- Raised brand awareness for PORTMAN College.
- Communicated with potential customers and convert them to actual sales.
- Created strategies and performed Advertising, PR & Events, Direct Marketing and Sales.
- Achievement: Generated RM 30,000 sales for PORTMAN College in 7 weeks of integrated marketing.

ACCOUNTING ASSISTANT

MOMO FAST FOOD ENTERPRISE | AUG 2017 - PRESENT

- Recorded company's transactions by using UBS Accounting Software.
- Filing and documentation of the transaction documents.

INTERESTS

- Dancing
- Traveling
- Listening music
- Watch Movie

REFERENCES

Gym Chan

Group Head of Marketing and Student Services, PORTMAN Education Group
gym.chan@portman.edu.my
(+60)16-277 3968

James Tio

CEO of Soon Hock Marketing
(+60)12-268 6965

MARKETING ASSISTANT

PORTMAN COLLEGE | APR 2017 - JUN 2018

- Raised brand awareness for PORTMAN College.
- Promoted and drove the sales of the company's goods and services through telemarketing.
- Assisted in sales and marketing strategies.

CASHIER (PART TIME)

SOON HOCK MARKETING | JAN 2012 - JUL 2016

- Ensured that each and every customer is served in a friendly, professional and timely manner.
- Arranged stock and made sure all the products are properly arranged on the shelves.
- Solved problems faced by the customers and provided solutions for them.
- Signed in the stock from suppliers.

PROJECTS/ACHIEVEMENT

EMCEE | JUL 2018

- Emcee for ACTEN Education Group & PORTMAN Education Group 15th Anniversary Annual Dinner 2018.
- Monitored the agenda effectively to ensure the smooth flow of the event.
- Controlled crowd.

COACH OF PORTMAN GROOVERS | JUN 2017 - PRESENT

- PORTMAN Groovers is a dance club managed by a group of PORTMAN College students.
- Planned for the performances in every college events.
- Events:
 - PORTMAN Education Fundraising Dinner 2018
 - PORTMAN College New Campus Official Launch
 - ACTEN Education Group & PORTMAN Education Group 15th Anniversary Annual Dinner 2018
 - PORTMAN Asian Food Festival 2018