



## Wong Min Sze

### Profile summary

A final year student in PORTMAN College

### Career Objective

Seeking to apply as a sales and marketing executive

### Education

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| 1. <b>PORTMAN College</b><br>April 2015 – Present<br>Diploma in Business Management | 2. <b>SMK Seri Kembangan</b><br>2010-2015<br>Sijil Pelajaran Malaysia |
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### Working Experience

- Wall's** February 2017 – April 2017  
Promoter
  - Served Customers and handled their enquiries.
  - Arranged stock in store.
  - Ordered stock from the suppliers.
  - Greeted customers in a friendly and engaging manner.
  - Ensured customer received excellent service.
  - Sold 60 boxed of ice cream every day.
- HWT Group** February 2016 – April 2016  
Marketing and Administrative Assistant
  - Answered phone calls and e-mails.
  - Presented company at trade shows and marketing events.
  - Maintained marketing database.
  - Formed sales strategies.
  - Identified emerging market trends.
- Super Education** December 2015 – February 2016  
Teacher
  - Conducted small groups and individual classroom activities.
  - Participated in ongoing staff training sessions.
  - Assigned lessons and corrected homework.
  - Collected database of potential students.

### Additional Skills

- Proficient in Microsoft office
- Proficient in Power Director software
- Languages – Malay, English and Chinese(Fluent)
- Have D license

### References

- Dato' Sri Paduka Prof. Dr Robin Tan**  
HWT Group, Puchong, CEO  
(012)388-4654
- Mr.Low**  
Super Education, Equine Park, Leader  
(017)877-8200