



Raymond Lee

Profile summary

A final year student in PORTMAN College

Career Objective

Seeking to apply as a sales executive

Education

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|--------------------------------|--------------------------|
| 1. PORTMAN College | 2. SMK Perimbun |
| April 2016 – Present | 2007-2011 |
| Diploma in Business Management | Sijil Pelajaran Malaysia |

Working Experience

- Lectromec Industry** March 2013 – April 2014
Store Supervisor
 - Managed the staff in store.
 - Arranged stock in store.
 - Ordered stock from the suppliers.
 - Maintained inventory in store..
- GTS Agency** April 2014 – March 2018
Financial Consultant
 - Approached potential clients by utilizing mailings and phone solicitation.
 - Monitored existing client policies .
 - Formed sales strategies.
 - Made amendments to the policy as life changes.
 - Provided professional financial and medical advice to clients

Additional Skills

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

References

- Mr. Patrick**
Lectromec, Puchong, Director
(012)379-7868
- Mr. Vincent**
GTS Agency, Old Klang Road, Unit Manager
(014)633-5390