



Choy Ren Young

A final year student that study in PORTMAN College, During my days in college, I learned how to communicate well with people and had gone through the fundamentals of business management and wish to deepen my business knowledge as well as consistently contributing to your company.

Work Experience

Freelance, Selling in Lazada Jan 2016 -PRESENT

- Troubleshoot problems. (how to handle customers)
- Time management. (shipping the products)
- Processing the product to be shipped. (packaging)
- Surveying which sport shoe is new release and trending.
- Uploading the latest trend of sport shoes in Lazada,
- Come up a price for the shoe to earn profit, (deducting costs)

Part-time, Koong Woh Tong Jan 2017-Feb 2017

- Knowing the whole process of the outlet,
- Serving customers interactively and politely,
- Act as a cashier when needed, (fill up the empty position)
- Briefing the customer about herbs and its uses,
- Recommending which herbal tea best suits the symptom.
- Assessing situation and act accordingly. (outlet too crowded)
- Lead of time management. (placing herbal jelly in pot)

PORTMAN College 2016-PRESENT
CURRENT CGPA (2.19)

SMK St. Gabriel 2010-2015

SPM- GRADE (2A,2B,4C)
A - MORAL, SCIENCE
B- ENGLISH, MATHEMATICS

Top 5 supporters for Student Council

JAN 2018 - PRESENT

- Help Student Council in organizing events. (setting up things, allocating resources, logistics and more)
- Help Student Council to welcome new intake students. (liven things up, interact with the new students, smoothen the process and more)
- Help Student Council to contribute to the society. (Old Folks Home, Dog Shelter)

Radio Jockey in PORTMAN Media Group

AUG 2017 - PRESENT

- Always being energetic and pumped up for recording.
- Giving clear messages to the audience to listen.
- Preparing college related contents for recording.

Education Background

Interest

Team Leader in Human Resource Management

FEB 2018 - PRESENT

- Understanding what our client needs and wants.
- Relaying clear messages to the team. (instructions)
- Act as intermediary between team members and lecturer.
- Tracking the progress of my team members.
- Making sure team members done their task within time given.,
- Able to cope well with team members.
- Planning ahead on the process of assignment.
- Executing the things lecturer had pointed out.
- Compiling everything and submit to lecturer.

Assistant Director & Script Writer, MANSS Production

FEB 2017 - MAY 2017

- Writing a script according to Director's wish.
- Creating the idea for the script.
- Creating dialogues, characters and plots.
- Constantly creating new storylines.
- Describing story details. (environment, props, facial expression)
- Work and collaborate with others. (actors, directors, producer)
- Tracking daily progress following production schedule.
- Checking cast and crew. (availability and situation)
- Maintaining order on the set.
- Ensuring health and safety of the crew.

Chief Operation Officer, Food Heaven

AUG 2016 - NOV 2016

- Troubleshooting problems from scratch till end.
- Effectively communicate with operation manager.
- Act as resource allocator. (products and raw materials)
- Leading the operation manager with clear information.
- Does informative yet simple-looking slides for the meetings.
- Making sure the pre-order from customer reached to consumer.
- Help to come out ideas for strategies to sell the products.
- Communicative and cooperative towards the other Chiefs from beginning to end.

Operation Manager, Beyond Tomorrow

JUN 2016 - JUL 2016

- Relay neat and clear information to Chief Operation Officer.
- Assisting the Chief Operation Officer in every way possible.
- Nods and says 'ok' to everything I can accomplish by COO .
- Writing/Typing the report and hands in on time.
- Form a connection within the team. (to get a better insight)
- Selling the product together in a team.
- Making sure report is ready for submission to CEO.

Additional Skills

- Good Communication and Social skills
- Well-developed Presentation skills
- Able to work well with others
- Proficiency in computer skills (Microsoft Office & Adobe)
- Able to speak well in Mandarin, Malay, Cantonese, and English

References

Mr. Sree
Lecturer at PORTMAN College
016-3941987

Terry Chua
Chief Marketing Officer in AMATC
Marketing SDN BHD
012-3235216