



# TAN SOO ZEN

A final year college student that is seeking for sales and marketing executive position. Possess sales and marketing skills. I was a Vice President of Marketing and Operations of Millionaire Business School. I aim to utilize my sales and marketing skills and experience to provide effective support for the company.

## EDUCATION

### **Diploma In Business Management**

#### **PORTMAN College**

#### **Current CGPA 3.33**

APRIL 2017 - PRESENT

- Introduction to Accounting (Grade A)
- Financial Accounting (Grade A)
- Business Statistic (Grade A)
- Introduction of Marketing (Grade B)
- Integrated Marketing Communication (Grade B)

### **Sijil Pelajaran Malaysia**

#### **SMK (P) Jalan Ipoh**

#### **5As 4Bs**

JANUARY 2010 - DECEMBER 2016

- Accounting (Grade A)
- Mathematics (Grade A)
- Economic (Grade A)
- Moral (Grade A)
- History (Grade A)
- Bahasa English (Grade B)
- Bahasa Melayu (Grade B)
- Bahasa Cina (Grade B)
- Science (Grade B)

## WORK EXPERIENCE

### **Poyou Holidays Sdn Bhd, Tour Leader**

AUGUST 2017 - PRESENT

- Implemented effective communication with the tourists
- Provided guidance and information to the tourists

### **EIONS Corporation Sdn Bhd, Customer Service Assistant**

DECEMBER 2016 - MARCH 2017

- Met customers enquiries
- Generated sale for the company
- Processed customers' complaints related to the product

### **Tuition Center, Tutor**

JANUARY 2015 - SEPTEMBER 2016

- Executed learning and teaching process
- Prepared learning modules for tutoring session

# ADDITIONAL SKILLS

## Professional Skills

Communication Skills	● ● ● ● ●
Persuasion Skills	● ● ● ● ●
Microsoft Office	● ● ● ● ●

## Languages

English	● ● ● ● ●
Mandarin	● ● ● ● ●
Cantonese	● ● ● ● ●
Malay	● ● ● ● ●

# CURRICULUM ACTIVITIES

## Financial Education Convention 2018, Project Manager

JULY 2018

- Led a team of 50 members and organised a corporate business event that targeted young urban professionals and investors

## GET RICH THROUGH PROPERTY 2018

APRIL 2018

- As one of the organizers of the event that targeted interested young investors
- Exposed the audience on property investment

## GET RICH THROUGH BUSINESS & INVESTMENT 2018

JANUARY 2018

- Invited speakers from various industries to share their knowledge and experience
- Built networking with the speakers and potential investors

## Millionaire Business School, VP of Marketing and Operations

JUNE 2017- SEPTEMBER 2018

- Built networking with influence speakers, investors, young urban professionals and others
- Generated sales through events

# INTEREST

## Hobbies

- Singing
- Travelling

# REFERENCES

## 1) Ms. Lim

EIONS Corporation Sdn Bhd- Customer Service Executive  
Phone number: 016-2216022

## 2) Ms. Wong

Tuition Center- Principal of the center  
Phone number: 012-6524433