



Sim Au Xyan (Steven)

01 PROFILE SUMMARY

Able to work under high pressure, good at multitasking and problem-solving.

02 CAREER OBJECTIVE

Looking forward to work in an event company.

03 EDUCATION

08/2016 – Present

PORTMAN College

Diploma In Business
Management
CGPA - 2.99

04/2016

UTAR

English Enhancement
Program
Grade: B

04 EMPLOYMENT HISTORY

12/2017 – 02/2018

Project Basis Part Time Logistics Crew (Logistic Department) at Eu Yan Sang

- Manage and confirm that there is enough stock in the inventory all the time
- Manage the warehouse and allocate the stock nicer
- Manage transportation and handling for the outgoing hamper
- Confirm that the outgoing quality is in control

12/2017

Project Basis Part Time Event Crew (Top-up Department) at Big Bad Wolf Books Sales 2017

- Work together with all the top-up department members and cooperate with other departments to make the event run smoothly
- Set up and prepare the venue for Big Bad Wolf Books Sale 2017
- Inventory control, Warehouse Management, Order processing
- Send the books to all the "island" which are out of stock or lack of stock
- Award: chosen as One of the Best Crew out of 500 crews

01/2017

Part Time Sales Promoter at WalkIn - IOI CITY MALL

- A Part-Time job during my semester break
- Promote and introduce the quality of shoe which suit the customers' need
- Demonstrated and explained products, and services
- To persuade customers to buy the product
- Identified interested and qualified customers in order to provide them with additional information

05 EXTRA-CURRICULAR ACTIVITIES

02/2015 – 12/2015

Buddhist Society (Vice Chairman) in SMK Seri Kembangan

Project: Dandelion Choir Concert Show

- Work as a Cochairman and led 30 team members to set up a concert show for Dandelion Choir
- Successfully bring in 500 people to watch this concert at SMK Seri Kembangan

06 ADDITIONAL SKILLS

Possess D driving license

Proficient in Microsoft Offices

Average in Adobe Premiere Pro, Adobe Photoshop and Adobe Illustrator

Basic in AutoCAD

07 HOBBIES

Outdoor activities and listening to music

08 REFERENCES

Ms Cheong (Manager)

Eu Yan Sang

016-3362963

Mr Sree (Lecturer)

PORTMAN College

016-3941987