



YEW CHEE WEI

A final year student from PORTMAN College, taking Diploma in Business Management. Determined, supportive, and courageous. Seeking for the position related to administrative and finance field.



WORK EXPERIENCES

FEBRUARY
2016 -
PRESENT

Sales Assistant, Yew Kee Enterprise

- Liaise with customers in order to ensure a transaction goes smoothly.
- Accurately describe product features and benefits.
- Ensure high levels of customer satisfaction through excellent sales service.
- Recommend and display items that match customer needs.

FEBRUARY
2017 -
JANUARY
2018

Marketing Assistant, PORTMAN College

- Communicated directly with clients and encouraged trusting relationships.
- Promoted and drove the sales of a company's goods and services through telemarketing.
- Composed and posted online content on social media accounts.
- Achieved RM 14,000 sales by recruiting student.

JUNE 2016 -
SEPTEMBER
2016

Freelance Accountant, Lee Wong & Co. (Project Basis)

- Analyzed and communicated financial information to various entities.
- Balanced bank accounts, recorded forms of income and verifying deposits and other transactions.
- Summarized current financial status by collecting information.
- Completed 2 years worth of accounting within 4 months time.

NOVEMBER
2015 -
DECEMBER
2015

Warehouse Admin Assistant, Popular Book Co. (M) Sdn Bhd

- Generated correspondence and be efficient and responsible for all administrative duties.
- Data Entry and document checking for delivery and purchasing orders.



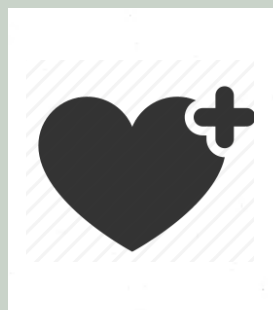
EDUCATION BACKGROUND

AUGUST
2016 -
PRESENT

Diploma in Business Management, PORTMAN College
(Graduate by August 2018)
Current CGPA 3.11

2011- 2015

Sijil Pelajaran Malaysia (SPM), SMK Desa Serdang



INTEREST

AUGUST
2017 -
PRESENT

Vice President of Finance, Student Council

- Managed the cash flow and using it in the right place
- Prepared to budget for events.
- Prepared the monthly financial report.
- Organised events for students such as Orientation Day, PORTMAN Nite Live, PORTMAN Christmas Event, MAD Day, and Free Breakfast Day.
- Raised RM3000 funds for community service and events.
- Contributed to society. (Volunteer to help old folks home and dog shelter)
- Prepared refreshment for every event.

AUGUST
2017 -
NOVEMBER
2017

Team Leader of Prize and Exco, PORTMAN Debate Competition

- Managed and ensure the team understands the event flow.
- Controlled the crowd of the event.
- Arranged and set up prizes nicely.
- Communicated with other's department to ensure everything runs smooth.
- Be miss etiquette handed and bowed to the presenter to receive the trophies.

ADDITIONAL SKILLS

- Speak fluently in Mandarin, Bahasa Malaysia, English, Cantonese, and Hakka.
- The ability to use SQL Accounting Software skill and Microsoft Office Skills
- Driving License (D)

REFERENCE

Yew Kok Leong
Owner of
Yee Kee Enterprise
012-517 1918

Terry Chua
Chief Marketing Officer of
AMATC Marketing SDN BHD
012- 323 5216