



Vivian Foong Sin May

PROFILE

A final year business student who is studying Diploma in Business Management at PORTMAN College. A sincere and competent worker who possesses strong knowledge in advertising and marketing.

CAREER OBJECTIVE

Seeking a position in Marketing and Advertising industries.

WORK EXPERIENCES

CASHIER, MOONLIGHT CAKE HOUSE SRI PETALING

- Date
 - 7th Dec 2015 - 22nd May 2016 (FULL TIME)
 - 26th Dec 2017 - 24th Jan 2018 (PART TIME)
- Ensured that each and every customer is served in a friendly, professional, and timely manner.
- Checked stock of the product and make sure the product is not expired and services to the customer.
- Prepared cash and sales reports.

PROMOTER, LABELS COUTURE KUCHAI LAMA

- Date
 - 5th Dec 2013 - 11th Dec 2013 (PART TIME)
- Provided honest and confident feedback to customers regarding merchandise style and fit.
- Ensured each customer receive the best service.

PRODUCTION EXECUTIVE, KEMAMAN FAT BOY SERDANG

- Date
 - 25th Jan 2018 - 10th Feb 2018 (PART TIME)
- Cleaned the working area, packaging product and arrange customer order.
- Produced high quality of keropok to meet customer expectations.

VICE PRESIDENT OF PR & SOCIAL MEDIA, STUDENT COUNCIL

- Year 2016/2017
- Upload and update PORTMAN's Happenings on page.
- Monitor PORTMAN College Facebook page and ensure that there is no unnecessary and bad comment.
- Upload and update PORTMAN's upcoming event and useful information.
Make sure all photos are good & check the background of unnecessary components.
- Upload photo of event on PORTMAN Facebook page within 24 hours once the event had ended.
- Having a good behavior as a student leader.
- Assign photographer and videographer for all events.

EDUCATION

SIJIL PELAJARAN MALAYSIA, SEKOLAH MENENGAH KEBANGSAAN DESA PETALING | 2012

2(B+), 1(B), 3(C), 3(D)

DIPLOMA IN BUSINESS MANAGEMENT | FINAL YEAR

CGPA: 2.50

- Organized PORTMAN Christmas Dreamland party event.
- Organized AWESOME Leadership Camp 2016.
- Vice President of PR & Social Media of Student Council.
- PORTMAN College English Intensive Program.

CERTIFICATE OF EXCELLENCE | 2016/2017

Vice President Of PR & Social Media Of Student Council

COURSE CERTIFICATE

Has successfully completed practical english 6

INTERESTS

INDUSTRY TALK THURSDAYS (2017 - CURRENT)

Member of Marketing & Operations.

- Conducts talks and events such as PORTMAN Career Fair with team members.
- Person in charge of poster design and photographer of events.

SKILLS

- Able to use Microsoft Office such as Microsoft Word, Microsoft Excel and Microsoft Power Point..
- Able to use Adobe Photoshop.
- Able to speak fluently in English, Mandarin and Bahasa Melayu.
- Basic knowledge on camera.
- Photo & Video shooting.

HOBBIES

- Singing
- Badminton
- Painting
- Listening music
- Fashion and modeling

REFERENCES

VINCENT LAU (GENERAL MANAGER OF MOONLIGHT CAKE HOUSE SRI PETALING)

- Contact number : 012-3695858
- Email : info@moonlightcake.com

JAYDEN KOAY (FOUNDER OF KEMAMAN FAT BOY)

- Contact number : 016-9354599
- Email : draggy.koay@yahoo.com