



CHINYINGYING

INTERESTS

- Badminton
- Bowling
- Cooking
- Makeup
- Hiking

SKILLS

- Communication Skills
- Problem Solving Skills
- Planning Skills
- Interpersonal Skills

ADDITIONAL SKILLS

- Possess D license
- Basic Microsoft Access

PROFILE

I am seeking for an Administration Executive position, where I can apply my knowledge and skills for continuous improvement. Adaptable to changes, possess strong organisational behaviour, team-building skills. I am meticulous to detail and passionate to work with other people.

EDUCATION

PORTMAN College, Diploma In Business Management
(Apr 2017- Present)
Current CGPA: 2.86

SMK Desa Perdana, Taman Desa
(Jan 2012- Nov 2016)
SPM result get 2Bs, 5Cs and 3Ds. Active in curriculum.

WORK EXPERIENCE

WAITRESS & EVENT CREW

Restaurant Loon Sing | Jan 2015- Nov 2017
-processed complaints and ensured satisfaction.

Gs Club | Jan 2013 - Nov 2014
-Met customers inquires
-Effectively executed given role

PROJECT/ ACHIEVEMENT

1. PORTMAN ASIAN Food Festival | July 2018

- Member of Logistic Department
- Set up the place before event start
- Ability to effectively solve problems in timely manner
- Time management ability

2. PORTMAN Education Group 15th Anniversary Annual Dinner 2018 | July

- Member of Food & Beverage Department
- Contract Catering
- Ensured optimal hygiene and safety for food and beverage

3. Member of KOPERASI in secondary school |Jan 2013- Nov 2016

REFERENCE

1. Company name: Restaurant Loon Sing

Contact number: 03-79805666(Ms.Sharon)

Location: Lot 9616, 1st floor,
Jalan Kuchai Lama,
Off Jalan Klang Lama,
Kuchai Lama,
58200, Kuala Lumpur.

2. Company name: Golden Sun Restaurant

Contact number: 03-79826255(Ms.Jenny)

Location: 35604, Jalan Kuchai Lama,
58200, Kuala Lumpur,
Wilayah Persekutuan Kuala Lumpur.