



HIEW YET CHING

PERSONAL SUMMARY & CAREER OBJECTIVE

Studying Diploma in Business Management at PORTMAN College currently. A hardworking, punctual and responsible person seeking a position in the field of administration. Aiming to help achieve the company's goals.

WORKING EXPERIENCES

Part Time Cashier

Big Bad Wolf Books SDN BHD | December 2017 - December 2017

- Received payment by cash, credit cards and vouchers
- Issued receipts, refunds or change due to customers
- Ensured the amount of money in cash drawer is correct at the beginning and end of shifts and that there is adequate change

Project Leader of PORTMAN Academy Info Day

PORTMAN College | May 2017 - May 2017

- Delegated tasks, gave guidance and set a clear direction for the team
- Monitored team performance
- Invited target audience to attend PORTMAN Academy Info Day
- Make sure the event run smoothly

Organiser of PORTMANians Make A Difference Day

PORTMAN College | March 2017 - March 2017

- Delegated tasks, gave guidance and set a clear direction for the team
- Communicated with the owner of old folks' home
- Make sure the event run smoothly

Leader of Administrative department of Malaysian Cultural Village

PORTMAN College | May 2016 - July 2016

- Delegated tasks, gave guidance and set a clear direction for the team
- Controlled cash flow and prepared financial report
- Compiled all the reports from every department

EDUCATION

DIPLOMA IN BUSINESS MANAGEMENT

PORTMAN College

FEBRUARY 2016 - PRESENT

CGPA: 2.89

Business Mathematics: A+

Introduction to Accounting: A+

Information Technology for Business: A

English for Business: A

SIJIL PELAJARAN MALAYSIA

SMK CHERAS PERDANA

JANUARY 2010 - DECEMBER 2015

1(A+), 2(A), 3(A-), 3(B+)

Chemistry: A+

Mathematics: A

Biology: A

English: A-

Sejarah: A-

Additional Mathematics: A-

Bahasa Melayu: B+

Pendidikan Moral: B+

Physics: B+

ADDITIONAL SKILLS

- Quick learning skills
- Computer Skills (Microsoft Office)
 - Microsoft Word: Intermediate
 - Microsoft PowerPoint: Intermediate
 - Microsoft Excel: Basic
- Languages
 - Bahasa Malaysia: Intermediate
 - English: Intermediate
 - Mandarin: Fluent

REFERENCES

Big Bad Wolf Books SDN BHD

Name: Ms. Kai Wen

Position: Management Team

H/p no: 017-3021353

Sekolah Menengah Kebangsaan Cheras Perdana

Name: Ms. Shareina Bt. Adb. Rashid

Position: Academic Teacher

H/p no: 019-6088827