

CHUAH XIN YUN

PROJECT MANAGEMENT | BUSINESS ADMINISTRATION

CONTACT

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<https://abbychuah.github.io/resume/Resume.html>

www.linkedin.com/in/xinyunchuah

SKILLS

Microsoft Office Suit

Time Management

Project Management

Stakeholder Communication

Basic Website Development

EDUCATION

UNIVERSITI MALAYA

Business Administration

2020-2024

CGPA: 3.88

GACHON UNIVERSITY, SOUTH KOREA

Business Administration

2022 - 2023 [1 semester]

SMK Tengku Mahkota

Sijil Tinggi Pelajaran Malaysia [STPM]

2028 - 2019

CGPA: 4.00

LANGUAGES

Mandarin

English

Malay & Korean

PROFILE

A First-Class Honours Business Administration graduate from the University of Malaya with professional experience at PwC. Proven ability to orchestrate multifaceted programs, ensuring they meet deadlines and strategic objectives through strong skills in project management, stakeholder communication, and process optimization.

WORK EXPERIENCE

PwC Malaysia

Program Coordinator

March 2025 - Present

- Orchestrated the end-to-end execution of key business projects, overseeing all planning, logistics, resource coordination, and budget management to ensure successful and on-time delivery.
- Served as a central liaison for diverse stakeholder groups, including internal teams, senior leadership, and external vendors. Developed and executed communication strategies to ensure clear alignment and manage expectations throughout the project lifecycle.
- Tracked and analyzed key performance indicators (KPIs), translating complex operational data into insightful reports. Provided actionable recommendations to leadership that supported data-driven decision-making and continuous process improvement.
- Acted as a primary point of contact for project-related inquiries, demonstrating strong problem-solving skills to resolve issues efficiently and maintain a high standard of professional service and support.

Apple Vacations Sdn Bhd

Operations Intern

Feb - July 2024

- Facilitated daily sales operations, including meticulous pre-tour preparation and post-tour analysis.
- Coordinated seamlessly with external stakeholders such as airlines, and internally with departments including ticketing, marketing, and sales.
- Played a key role in marketing efforts, specializing in video editing and crafting engaging social media content.
- Supported event coordination and represented the company at travel fairs.

Referee

Dr. Thinaranjeney Thirumoorthi

Senior Lecturer

Department of Management and Marketing Universiti Malaya

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Ms Joey Mak

Manager of Japan Operations

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