

Ng Sue Yee

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🎓 Education

2014-09 - 2017-11 **Universiti Malaysia Sarawak (UNIMAS)**

Bachelor's Degree in Finance (Hons)

CGPA : 3.63

Graduation Date : November 2017

💼 Experience

2017-07 - 2017-09 **Internship**

ChartNexus Sdn. Bhd

Tasks Performed:

1. Responsible for data analysis and reporting on company that listed in Bursa Malaysia and Singapore exchange (SGX)
2. Responsible for testing the strategy in Blackwell Global mt4 for different pairs
3. Responsible for fundamental data integrity checking

2014-04 - 2014-08 **Clerk (Underwriting department)**

Multi purpose insurers

Tasks Performed:

1. Update, verify and maintain data entry requirements by following data program techniques (AS400)
2. Issues policies, organize, and coordinate the servicing of new and renewal accounts from the time of invoicing
3. Process policy servicing requests (policies, endorsement and Cancellations, etc).

2014-01 - 2014-02 **Customer Service Representative**

Symphony Abbott Nutrition

Tasks Performed:

1. Responsible for handling the calls for new and existing customer by conducting a survey
2. Resolve the problems by clarifying desired and provide information
3. Maintain the call centre database by entering the information into the computer systems



Skills

Advance in Computer skills

Fluent in spoken and written English, Mandarin and Malay

Able to work independently with a rational and analytical mind

An observant of affairs relate to money or finance

Eager to learn, proactive and committed to continuous improvement

Co-curricular Activities

Committee of Chinese Association in UNIMAS

- Participated in event organized by Chinese Association
- Participant, SC's Investsmart Stock Market Seminar-
- Participant, CIMB Stock Challenges
- Participant, Malaysian Business Student Summit organized by Universiti Malaya
- Organized a workshop as a project under the course Business Communication