



## PROFILE

Motivated student pursuing degree in **Information Technology** while specialism in **Business Information System**. Have strong organizational and teamwork skills, and have experience in communicate. Prepare to learn new skills and increase knowledge through learning practical experience. Currently looking for internship positions and future career opportunities.

## CONTACT

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## LANGUAGE

Mandarin  
English  
Malay  
Cantonese

## SOFT SKILLS

Teamwork  
Written Communication  
Relationship-Building  
Time Management

# NG XIN JIE

IT (Business Information System)

## EDUCATION

### Chung Hwa High School (Muar, Johor)

[1/2013- 11/2018]

Achieved 6A in the UEC exam, served as the vice chairman of the school, discipline and other positions, and also served as a clerk in the class. Actively participate in activities organized by the school.

### Asia Pacific University (Bukit Jalil)

[2019/4 – present]

CGPA **3.86** currently. I have learned many programming languages in school, such as Java, C, Python, currently learning HTML web design and Adobe XD.

## WORK EXPERIENCE

### Food Server and Cashier [vegetarian restaurant in Muar]

[November 2018 to April 2019]

Helped customers complete purchases, locate and restocked items, arranged to ensure stock levels. Served customers in a friendly, efficient manner following outlined steps of service.

### Part Time Job

During school holidays, I often find part-time jobs to increase social experience and improve the skills of cooperating and communicating with others. Those jobs include promoter, event crew, etc.

## TECHINICAL SKILLS

