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| **QUEK LIYI, SHERYL**  NRIC NO. : *S9437277A*  ADDRESS : *Blk 139 Potong Pasir Ave 3 #07-122, Singapore 350139*  CONTACT NO. : 92202619  EMAIL : [*sherylquekliyi@gmail.com*](mailto:sherylquekliyi@gmail.com)  AVAILABLITY: 17th April 2017  **Personal Statement & Objective*:*** *I am a sociable, determined, independent team player who strives for the best within the given time frame. I hope to secure a job with challenge and aim to achieve further professional development in future.* | |  |
| PROJECTTeaching Enterprise Project – *Nanyang Polytechnic*  * **Financial Training Centre**   JANUARY – FEBURARY 2016  I understood the basis of trading with technical and fundamental analysis and learnt the use Bloomberg machine.   * **D’studio**   NOVEMBER 2015 – JANUARY 2016  Exposed to the working environment of a retail staff in a retail stall while learning ways to improve business through visual merchandising, marketing, customer service and negotiations with suppliers while monitoring business progress with weekly analysis report. EXPERIENCEUnited Overseas Bank, — *Management Associate*JULY 2016- APRIL 2017 I manage daily administrative work, assist global market operations Executive Director and generate monthly reports. Interact — *Temp Admin Assistant* MARCH – JUNE 2016 Generated invoice and reports with Phoenix and Microsoft Office. Legg Mason Asset Management Firm, — *Intern*SEPTEMBER - NOVEMBER 2015 Assisted in regular training events for clients and create decks through understanding of financial insights with Microsoft Office. Xpressworks, — *Surveyor*FEBURARY - OCTOBER 2013 Surveyed the public face-to-face, door-to-door, as well as telephone surveys within their shortest available time.  **Immigration and Checkpoint Authority,**  — *Passport Department* NOVEMBER - APRIL 2012 Trained to be detailed and alert while tracing passports and doing ad-hoc administrative duties. | **LANGUAGE**  **English and Chinese**  **EDUCATION**  **Diploma In Fund Management and Administration**- NANYANG POLYTECHNIC  APRIL 2012 - MAY 2016  (Studied Diploma In Manufacturing Engineering for a year in Nanyang Polytechnic)  **GCE ‘O’ level** - XINMIN SECONDARY  JANUARY 2007 - DECEMBER 2011  **PSLE** - PEI CHUN PUBLIC SCHOOL  JANUARY 2001 - DECEMBER 2006 LEADERSHIP ROLES  * Administration & Operations(Internal) In-charge in Nanyang Polytechnic Enactus -2016 * Vice-President of Community Service Club Sub-committee – 2015 * Class Representative – 2014 * Head of Cadet Development in XMS St Johns Ambulance Brigade – 2010 * Team Leader of Xinmin Secondary Nursing Cadet Team – 2009  AWARDS  * 3rd in Enactus Singapore Nationals Competition - 2015 * Bronze Star Award for Community Service Club (Group) - 2014 * 1st in First Aid and Homenursing Competition - Nursing Cadet Category in Zone 7 - 2009  SKILLSMicrosoft Office [Words, Access, Excel]   * **Interpersonal, Negotiation** * **Invoicing** | |