

# KOK ZI QING

## CONTACT

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## ABOUT ME

I am a motivated and adaptable individual with a strong passion for technology and problem-solving. Currently studying for a Diploma in Information & Communication Technology, I have gained hands-on experience in software development, system design, and user-focused thinking. I enjoy working on creative projects that involve coding, UI/UX design, and data management. My goal is to contribute to meaningful solutions while continuously learning and growing in a dynamic and fast-paced environment.

## WORK EXPERIENCE

### Amway Business Owner (ABO)

**Aug 2023 - Present**

- Conducted personalized health and skin assessments; provided tailored product recommendations and wellness knowledge.
- Helped individuals explore a new income path through a proven global mentorship system and team support.
- Led a team of young entrepreneurs, organizing wellness events and cultivating a warm, family-like team culture.
- Continuously learned through the world's top training systems to grow in leadership, communication, and business strategy.

### Life Planning Consultant Nirvana Agent

**Sep 2023 - Present**

- Assisted clients in planning personalized "graduation" (funeral) packages based on emotional and financial needs.
- Explained services with empathy and professionalism, helping clients make clear, informed decisions.
- Maintained accurate client records for follow-up and long-term service quality.

### Admin Assistant

**April 2023 - Jul 2023**

- Organized and updated data into internal systems with accuracy and attention to detail.
- Supported general administrative tasks including data entry and digital file management.
- Improved team efficiency by maintaining clear and structured data records.

### Event Crew

**Feb 2024 - May 2025**

- Supported stage setup, backstage logistics, and equipment handling for major concert events.
- Assisted in audience control, ticket scanning, and ushering to ensure smooth event operations.
- Worked in a fast-paced, live-event environment, coordinating closely with technical and production teams.
- Ensured safety, timing, and efficiency while maintaining strong team communication.

**Front Desk Receptionist – Excellence Chiropractic   Aug 2023 - Apr 2025**

- Managed appointments, client check-ins, and payments with professionalism and care.
  - Assisted chiropractors with patient file organization and follow-ups.
  - Created a warm and welcoming experience for clients, enhancing retention and trust.
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<b>EDUCATION</b>	<b>Asia Pacific University (APU)</b>	<b>Sep 2023 - Present</b>
	<ul style="list-style-type: none"><li>• Diploma in Information &amp; Communication Technology (General)</li><li>• Current CGPA: 3.0</li></ul>	
	<b>SMK Bandar Baru Ampang</b>	<b>2019 - 2022</b>
	<ul style="list-style-type: none"><li>• SPM (Sijil Pelajaran Malaysia)</li></ul>	
	<b>Trident International Homeschool</b>	<b>2018</b>

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<b>LANGUAGES</b>	• Mandarin
	• English
	• Malay

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<b>PROJECTS</b>	<b>PPE Inventory Management System - Java</b> <ul style="list-style-type: none"><li>• Created and managed Hospital and Supplier records.</li><li>• Developed Inventory Update interface with real-time validation and transaction logging.</li><li>• Built advanced Inventory Tracking functionalities, including:<ul style="list-style-type: none"><li>◦ Time-based item tracking (received/dispatched)</li><li>◦ Real-time quantity tracking for specific item codes</li></ul></li><li>• Implemented transaction history logging with date-time stamps in .txt files.</li></ul>
	<b>DoneZone - Web-Based Productivity Tool</b> <ul style="list-style-type: none"><li>• HTML, CSS, JavaScript, PHP</li><li>• Build key features including a Collaborative Workspace for team communication.</li><li>• Designed and implemented a flexible UI to enhance user experience and efficiency across different devices.</li></ul>

**APU Cafe Food Ordering System**

- Designed and structured a relational database using Entity Relationship Diagrams (ERDs) to support food ordering operations.
  - Implemented and validated DDL and DML scripts for table creation, data insertion, and database testing.
  - Constructed and optimized SQL queries to generate insights such as popular menu items, order summaries, and customer reviews.
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**SKILLS**

**Programming Languages**

Java, Python, HTML, CSS, JavaScript, PHP

**Web Development**

Responsive Design, DOM manipulation

**GUI**

Java Swing, Event Handling

**Data Handling**

File I/O, MySQL basics

**Tools**

VS Code, GitHub

**System Design**

Context Diagrams, DFDs, BMC

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