



CALEB SOO

Student

PROFILE

Year 2 Business Administration student in Singapore Polytechnic. I consider myself a responsible and orderly person. I am looking forward for my first work experience, which will help better develop my interaction and problem-solving skills.

CONTACT ME



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EDUCATION

SINGAPORE POLYTECHNIC

Diploma in Business Administration
2023-2026.

ST PATRICKS SECONDARY SCHOOL

2019-2022



LANGUAGE

Advanced English

Conversational Chinese



WORK EXPERIENCE

Mandarin Oriental (11/22-12/22) **(Banquet Server)**

- Serve food and drinks
- Turnover of banquet tables

Mandarin Oriental (12/22-02/23) **(Poolside Bar Assistant)**

- Serve food and drinks
- Clear Sunbeds
- Talk to regulars

Prudential (08/24-10/24)(Personal Assistant)

- Cold calling
- Administrative work
- Conducted recruitment interview