

K-Xin Chua

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Address Singapore

Date of birth 05/11/2005

Motivated student with excellent communication and interpersonal skills looking to gain valuable experience in a professional setting.

SKILLS

- Customer Loyalty
- Customer Service
- Problem-Solving
- Sales Expertise
- Working Quickly
- Team Oriented

WORK HISTORY

Food Service Staff Member

Better Craft Co.

July 2024 - current

- Delivered food orders to customers in a timely manner.
- Managed customer inquiries, complaints, and requests.
- Scheduled use of facilities or catering services for events.

Service Crew Member

L'eclair Patisserie

July 2023 - current

- Addressed customer inquiries promptly, resulting in increased customer satisfaction
- Building strong relationships with co-workers

Retail Promoter

Era International Network, Xiaomi

July 2023 - Sept 2023

- Demonstrated excellent customer service skills in a fast-paced retail environment
- Collaborated with other retail staff to ensure all customer needs were met in a timely manner.

Retail Cashier

Takashimaya

Jan 2022 - Mar 2022

- Performed cashier duties in a high-volume retail environment, processing up to 70 transactions per shift
- Worked collaboratively with other cashiers and store associates to provide excellent customer service.

Bubble Tea Barista

Hey Long Cha

Nov 2021 - Jan 2022

- Restocked and cleaned stations and facilities to maintain clean and operable standards
- Monitored customer feedback to improve barista performance and customer service.

EDUCATION

Diploma in Management Studies

Singapore Institute of Management

Expected graduation Dec 2024

Completed coursework towards Management Foundation Studies

Singapore Institute of Management

Completed coursework towards N & O Levels

St Anthony's Canossian Secondary School

REFERENCES

References available upon request