TEST RESUME

Nationality: Singaporean  
Gender: Male  
NRIC: Age: 24  
Address:   
Phone Number: 82186225  
Email: MBROWN@GRAB-TALENT.COM

**Education Qualifications:**

2003-2007: Completed GCE O Level at Victoria School

2008-2009: Completed GCE A Level at St Andrews Junior College  
  
2010-2012: Completed National Service as a Infantry Commander with a rank of 3rd Sergeant.

2012-2015: Completed Bachelor in Business Management with a Minor in Human Resource and Marketing at Singapore Institute of Management (RMIT) (Awaiting graduation)

Advance cert: PRINCE2

**Work Experience:**

**Mar 2012 – July 2012: Microsoft as Project Manager**

Job scope includes  
- Interviewing potential candidates  
-Job matching  
-Training the candidates  
-Keeping track of the candidates progress in the company  
-collating timesheets and calculating basic and overtime salary  
-Data entry

**Jan 2010 – Apr 2010: Starhub Pte Ltd as Customer Service Assistant**  
Job scope includes   
-Attending to customers’ needs over the phone  
-Data entry

**Compulsory Curricular Activities – CCA**

2005-2007: Victoria School Chinese Orchestra  
 With the position of Instrument Leader

2008-2009: St Andrews Junior College Chinese Orchestra  
 With the position of treasurer and Head of Publicity

**Additional Information**  
Notice Period: Able to start work immediately.  
Expected Salary: Negotiable

**Self-Description**

I am a sociable person and a great team player. I enjoy meeting people and I am also willing to learn.  
Proficient in written and spoken English and Chinese  
Computer Literate

.