

## CURRICULUM VITAE

### Chan Hoo Jing

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#### Education

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September 2011 – Current	<u>Bachelor of Accounting</u> , Universiti Sains Malaysia CGPA: 3.52
May 2009 – Dec 2010	<u>STPM Pre-University Programme</u> , SMJK Sam Tet CGPA: 3.67
Year 2008	<u>SPM</u> , SMJK Perempuan Perak 10A1, 1A2
Year 2006	<u>PMR</u> , SMJK Perempuan Perak 8A

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#### Professional Qualification Examination

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09 September 2013	Attempted the Institute of Chartered Accountants in England and Wales (ICAEW) Audit and Assurance paper and passed with 69 marks
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#### Extra-Curricular Activities

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22 - 23 March 2013	<u>Accounting Professional Avenue 2013</u> Organizing Committee <ul style="list-style-type: none"><li>Assigned to the Sponsorship Team and had approached various organizations to encourage them joined our event</li><li>Assigned to be the assistant of the sponsor team from Ernst &amp; Young during the event</li><li>Had an opportunity to have some interaction with some of the top management seniors</li></ul>
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1 March 2013

USM Chinese New Year Charity Gala Evening 2013

Organizing Committee

- Assigned to the Graphic Design Team
- Designed the poster, banner and booklet of the event
- Learned the importance of cooperation among team members to reach a consensus about the layout for the design

5 - 6 October 2012

CIMA-USM Student Conference

Organizing Committee

- Assigned to the Sponsorship Team
- Assigned to be the assistant of the sponsor team from PKF during the event
- Learned to communicate with the seniors from top management throughout the event

29 February 2012

Chinese New Year Festival 2012

Organizing Committee

- Assigned to the Exhibition Team
- Managed to get the sponsorship from Subway Sg.Dua for the event

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**Work Experiences**

February 2014 – July 2014

External Audit Intern at headquarter of BDO Malaysia

- Assigned to audit engagement that involved medium firm and public listed company
- Performed statutory audit, interim audit and stock taking

February 2013 and

1 July -31 August 2012  
(Semester break)

Sales Executive, Arena (Swimwear)

- Presented the company's product appropriately and gave advices to the customers
- Learned to deal with customers and understand their requirements

1 January – 31 August 2011

Tuition Teacher, IntiJaya Tuition Centre

- Assigned to teach Bahasa Malaysia course to primary school students

<b>Achievement</b>	
Academic Year 2011/2012	Awarded the Dean's List for passing with CGPA 3.67
Academic Year 2012/2013	Awarded the Dean's List for passing with CGPA 3.62
Academic Year 2013/2014	<ul style="list-style-type: none"> <li>• Awarded the Dean's List for passing with CGPA 3.52</li> <li>• Won the Top 10 presentation group for Marketing Presentation on Unilever New Product Development</li> </ul>
10 December 2014	Won the Top 10 presentation group for mini seminars on business ethic during Ethic Day 2014
27 November 2011	Won the best group for the Team Building Session during the event of Accounting Day
<b>Additional Skill</b>	
Computer	Mastered Excel (designing data input forms, analyzing and interpreting results of most functions, and generating graphs)
Business Communication	Communicated both in written and verbal form with clients, delivered individual and team presentation on business cases, projects and reports