

Name : Poh Chiu Huay
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Contact Number : 017-4380081
E-mail Address : chiuhuay93@gmail.com
Date of Birth : 20-09-1993
Nationality : Malaysian
Gender : Female



Academic Background

Achievements & Awards	Bachelor of Accounting and Finance Sunway University Average of 54.46% Received Tan Sri Jeffrey Cheah's Continuing Scholarship	2012 - 2015
Achievements & Awards	Foundation in Arts Sunway College Average of 81.25% Received Tan Sri Jeffrey Cheah's Entrance Scholarship	2011 - 2012
Achievements & Awards	Sijil Pelajaran Malaysia (SPM) SMK Methodist (ACS) Kampar, Perak. 9A's and 1B Awarded "Exemplary Student" of the year 2010.	2006 - 2010

Working Experience

Crowe Horwath

Jan 2014 – Mac 2014

Internship

- First learnt and attempted to extract information from the clients' documents and fill in the audit working papers using the audit software that was provided by the firm.
- Learnt and improved my customer relationship skills through communication with clients.
- Developed better time management skills which was necessary to finish the working papers on time for the clients within the deadline given.

Bauhaus**Jan 2013 – Feb 2013****Sales Promoter**

- Developed better marketing skills.
- Learnt to create customer relationship with the customers. As a sales promoter in a company with a number of brands, I needed to be alert of the customer's clothing style and preference to recommend suitable brand of clothes to the customer.

Achievements & Awards

- Achieved the personal target sales of RM15,000 set by the manager and the shop was rated 8/10 in terms of customer service by Sunway Pyramid management.

Extra-curricular Activities**Enactus Club, Sunway University**

Assistant Vice-president of Administration

Mar 2014 to Dec 2014

Director of Administration of Enactus

Mar 2013 to Dec 2013

- Involved in a project known as the "Marketplace Project", as Quality Control Manager, to help the NGOs and homes to sell their handicrafts to the public in Sunway Giza which will be held on two Sundays every month.

Girls' Brigade, SMK Methodist (ACS) Kampar**2006-2011**

Chairman of the Girl's Brigade

- Organized all the meetings after given the position of chairman.

Skills**Soft Skills**

- Developed good communication skills and teamwork.

Computer skills

- Microsoft Words, Microsoft Excel, Microsoft PowerPoint, Microsoft Access and SPSS.

Language

- Well-spoken and written English; Intermediate spoken and written Bahasa Melayu; Intermediate spoken and basic written Chinese (Mandarin and Cantonese).

References

Mr. Chan Kim Guan ,

Finance Manager,

Nadi Cergas Sdn Bhd

016-6686691 • zhenjinyuan@yahoo.com

Ms. Nurulnissa Ahmad Kamil,

Department of Accounts in Foundation in Arts,

Sunway University College,

012-9703137 • nurulnissa@sunway.edu.my