

**Personal Details**

Name : Tan Wai Han  
Address : 54, Lebuhr Bercham (T) 1/8, Tmn. Rima Gamelan, 31400 Ipoh, Perak.  
Mobile No. : 016-5673160  
E-mail : waihan1129@gmail.com  
Date of Birth : 22<sup>nd</sup> November, 1990  
I.C. No. : 901122-08-5881  
Gender : Male

**Career Objective**

To excel in my field through hard work, research, competent skills and perseverance.

**Educational Background****Bachelor of Management (Hons.)**

Major: Finance

Minor: Psychology

Institute/University: Universiti Sains Malaysia (USM), Malaysia

CGPA: 3.04/4.00

*Graduation Date: Nov 2014*

**Sijil Tinggi Persekolahan Malaysia (STPM)**

Major: -

Institute/University: Sekolah Menengah Kebangsaan Jalan Tasek

CGPA: 3.58/4.00

*Graduation Date: Dec 2009*

**Sijil Pelajaran Malaysia**

Institute/University: Sekolah Menengah Kebangsaan Bercham

*Graduation Date: Dec 2007*

**Employment History****1. Business Development Trainee at SNS Network (M) Sdn.Bhd.**

- In charge of the Corporate Logo Redesign Initiative Project
- Project Planner - The McAfee Internet Security 2014
- Corporate Social Responsibility(CSR) projects
- Analysis of tenancy agreements
- Communicated with outlet persons-in-charge
- Administrative tasks

*Feb 2014-July 2014*

**2. Accounting Clerk at Pasaraya Ku Trading Sdn. Bhd.**

- Maintained the company financial account database in journal form
- Utilized the User Business System (UBS) to save and analyze data
- Forecasted and analyzed company financial statements
- Communicated with outlet managers

*June 2011-August 2011*

**3. Sales Assistant at Yes Optical (M) Sdn. Bhd.**

- Assisted in the inventory control of spectacle frames, lenses and contact lenses
- Promoted products to satisfy the needs of different customers
- Sales data processing and entry, sales report, daily sales and other sales-related records

*Feb 2008- May 2008*

## **Languages**

- Can write and speak Mandarin and Bahasa Malaysia well
- Can write and speak English fluently
- Can write and speak basic Japanese

## **Extra -Curricular Activities**

### **1.Pertubuhan Konfucian Chung de (Confucian Chung de Organization)**

- Voluntary work at an old folks home, orphanage and the beach at Flamingo Hotel
- Facilitator of a motivational camp for primary school students

### **2.Universiti Sains Malaysia (University of Science, Malaysia)**

- Participant - Series of “Master Classes: Sustainable Development, Economy & Society”, hosted by the USM Centre Global Sustainability Studies
- Participant (Preliminary Round)-“Pertandingan Kuiz Pelaburan PNB 1Malaysia”
- Participant - DIGI Challenge for Change
- Represented the USM Debate Team in the Malaysia and Singapore Inter-Varsity Chinese Debate Competition
- Secretary - Mandarin Class of the Tionghua Society
- Deputy Project Director - Prize-Giving Ceremony of the Tionghua Society Mandarin Class
- Committee Member – Management Society, Green Lung Organization
- Dean’s list - 2013/2014 Semester II Academic Session

### **3.Pre-University**

- Vice President - The Board of Librarians
- Facilitator - The Inter-School Librarians Workshop (District Level)
- Class monitor - Lower Six and Upper Six
- Committee Member- Sixth Form Council

### **4.Secondary School**

- Class monitor - Forms Four and Five
- Treasurer - Basketball Club
- Committee Member – Chinese Language Society, School Cadet Team

## **Key Skills and Attributes**

- Good Critical Thinking Skills
- Familiar with the UBS Software
- Proficient in Microsoft (MS) Word, MS Excel, MS Power Point
- Familiar with the Statistical Package for the Social Sciences (SPSS)
- Able to work independently with good time management and minimum supervision
- A highly motivated person with leadership qualities, good efficiency, teamwork skills, diligence and trustworthiness

## **Referees**

1. Dr. Dayana Binti Jalaludin  
Senior Lecturer of the School of Management, Universiti Sains Malaysia  
Phone: (+604) 6532786 Fax: (+604) 6577448 Email: [dayana@usm.my](mailto:dayana@usm.my)
2. Miss Eng Su Fern  
Business Development Director, SNS Network (M) Sdn. Bhd.  
20, Persiaran Greentown 1, Greentown Business Centre, 30450 Ipoh, Perak  
Phone: (+605) 2424616 ext.130 Email: [sufern@sns.my](mailto:sufern@sns.my)