**Wong Wai Yan**

**Contact No: 016-5372356**

**Email: waiyan92\_22@hotmail.com**

**Personal Particulars\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Address: 66, Persiaran Cempaka Sari 7, Taman Cempaka, 31400 Ipoh, Perak, Malaysia.

Gender: Female

Date of Birth: 1992-06-22 (23 years old)

Nationality: Malaysia

Race: Chinese

Civil Status: Single

**Career Objective\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* To be a part of fast growing company which offers continues opportunity for an excellent career development.

**Education Background\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Level School/ Course

**Tertiary** **Universiti Tunku Abdul Rahman (UTAR)** 2011-2014

Bachelor of Business Administration (Hons)

CGPA 2.90

**Universiti Tunku Abdul Rahman (UTAR)** 2010-2011

Foundation in Arts

CGPA 2.80

**Secondary** **Perak Girls’ National Type Secondary School** 2005-2009

**Primary** **SJK (C) Gunung Rapat** 1999-2004

**Work Experience\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Hong Soon Chan Hup Kee Sdn Bhd, Ipoh, Perak**

July 2014 – July 2015 (1 year)

* Management Trainee
* Salary: RM1,750 per month

**Binchen Global Trading Sdn Bhd, Ipoh, Perak**

October - December 2013 (3 months)

* Internship

**Pappa Rich Ipoh, Perak**

February - April 2010 (3 months)

* Serves as Cashier, Bartender and Waitress

**Language Proficiency\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Language** | **Spoken Proficiency** | **Written Proficiency** |
| 1 | Chinese | Advanced | Advanced |
| 2 | English | Intermediate | Intermediate |
| 3 | Malay | Intermediate | Intermediate |

**Skills\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Skill** | **Proficiency** | **Description** |
| 1 | Computer skills | Intermediate | Microsoft Word, Power Point, Excel |
| 2 | Communication skills | Intermediate | \_ |
| 3 | Writing skills | Intermediate | \_ |