

## Curriculum Vitae

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### **Personal Details**

**Name** : Chun Wai, Yim (Issac)  
**Contact number** : 647-393-6651  
**Address** : Scarborough, Toronto  
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### **Working Experience**

- 02/2020 – 03/2022 JWE Group Limited
- E-Commerce Executive
    - Fulfilled by Amazon handling
    - Shipments forecasting, buying and shipping
    - Suppliers communicating
    - Shipping cost calculating and comparing
- 08/2018 – 10/2019 Easy Plant Limited
- E-Commerce Assistant
    - Administration work of online sale platforms
    - Product listing, price updating and customer service
    - Product photos taking and editing
- 09/2017 – 04/2018 Federal Express (Hong Kong) Limited
- Customer Representative
    - Telephone handling
    - Fully satisfying customers' requests
    - Keep following special cases of customers
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### **Education**

- 09/2015 – 06/2017 The Hong Kong Polytechnic University
- BSc (Hons) in Hotel Management
- 09/2013 – 06/2015 The Hong Kong Polytechnic University
- Higher Diploma in Hotel Management
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### **Communication and Skills**

Fluent in Cantonese. Good in English and Mandarin.  
Good in Word, Excel and PowerPoint.

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