

# Lee Boon Soon

Job intention: IT



DOB: Aug 2000

University: UTAR

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## Summary

I am calm, energetic, sincere, responsible, proactive, practical, team-spirited, and can quickly adapt to various environments. I have strong self-learning ability and am easy to accept new things. I also have a basic understanding of web development with database development.

## Working History

### AMZ Solutions

#### Talent Acquisition

Jan 2025 - Present

- The recruitment process involves job description (JD) clarification, candidate sourcing, CV screening, candidate calls, collect information, and managing the associate stage via a ERP system.
- Follow the requirement to find the right talent, and screening the resume
- Collect all necessary information from candidates and negotiate to candidate
- Manage and record candidate information and interview schedules using the Live System.
- Notify candidates of interview schedules and ensure they join the meeting room on time for a smooth interview process.
- Coordinate document collection and verify candidate commitment after final selection.

## Internship

### TCK e-solution Sdn Bhd

Oct 2023 - Feb 2024

- Automated the workflow for collecting, validating, and uploading data to and from the FTP server.
- Integrate various physical sensors.
- Code & test programming software for receiving and sending information automatically.
- Designed and implemented an interactive frontend UI to display data received from outstation sources

## Education

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May 2021 - Nov 2024

**University Tunku Abdul Rahman**

**Course:** Bachelor of Information Systems (Honours) Information Systems Engineering

## Skills

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- HTML
- CSS
- JavaScript
- SQL
- Php
- Mobile Application(Java)
- Firebase
- Negotiation
- Searching
- Communication

## Certificate

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