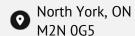
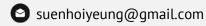
# Leo Suen

I am a highly skilled, effective listener and clear communicator focused on defusing conflicts and resolving client queries as a matter of urgency. Outstanding organisational skills allows quality service delivery, and I maintain the highest level of integrity to ensure the confidence and security of both client and company



(437) 799-9777







linkedin.com/in/hoi-yeung-suen-32225022b/

## **Professional Experience**

2023 - Present

2015 - 2022

## Waiter/Bookkeeper

Omni Noodle, Toronto, ON

- Warmly greet customers upon their arrival, ensuring a positive dining experience from the start.
- Accurately record food and beverage orders using POS ordering software, order slips, or memorization, ensuring precision in customer preferences.
- Efficiently handle payments, including cash and credit transactions, while maintaining accuracy and professionalism.
- Recorded and maintained financial transactions, including accounts payable, accounts receivable, and general ledger entries.
- Conducted regular bank reconciliations to ensure accurate financial records.

#### **Assistant Census and Survey Officer**

Census and Statistics Department HKSAR, Hong Kong

- Skillfully collected statistical information from survey respondents and census participants, ensuring data accuracy and confidentiality.
- Responded to inquiries related to survey procedures and provided assistance to respondents in supplying information for surveys and censuses.
- Updated and maintained plans, records, and maps of survey areas, contributing to efficient data management.

### **Logistics and Supply Chain Admin Assistant**

Page One The Designer's Bookshop (HK) Ltd, Hong Kong

- Performed various clerical tasks, including typing, editing, and proofreading correspondence, reports, and documents using Microsoft Office Suite, Excel, and PowerPoint.
- Collaborated with the logistics manager to streamline warehouse operations, including comparing logistics invoices to procurement service requests to ensure accuracy and costefficiency.
- Assisted in the creation and preparation of complex databases, reports, and presentation materials for the logistics unit.

#### **Education**

# Diploma in **Software Engineering Technician** 2023-Present

Centennial College , Toronto, ON Good Academic Standing GPA:4.351 out of 4.0

# BBA(Hons) major in **Global Supply Chain Management** 2011-2013

The Hong Kong Polytechnic University, Hong Kong Merit GPA 3.48 out of 4.0

## **Key Skills**

Microsoft Word, Excel, PowerPoint

Programming C#, Python, JavaScript, SQL

English, Mandarin, and Cantonese

#### **Additional Skills**

Full G Driving license Attention to detail

Friendly and communicative Expert in conflict resolution