

Minji Kim

34 Handforth Road, London | 07923 867 059 | minjikim1894@gmail.com | Spouse Visa

Skills

- Korean (Native), English (Fluent)
- Excellent attention to detail, highly organized, with the ability to prioritize effectively.
- Strong communication and interpersonal skills

Work Experience

Assistant manager (General Affairs Department)

2022 – 2024
KEB Hana Bank

- Daily reconciliation of transactions.
- Served as the first point of contact for customers, subcontractors, and insurers via phone and email.
- Processing payroll, calculating holidays, overtime, and sick days.
- Reviewing contracts for company provided health, building maintenance, rent, and car insurance contracts.
- Managed corporate finances, including VAT returns, business rate, corporate tax.
- Manage stock levels and procure inventory based on requirements.

Wine salesperson (waiting for visa)

2021
E-mart, Busan, South Korea

- Explaining and recommending wine to customers.
- Consistently managed to upsell to customers.

Cafe Manager

2017 – 2018
Tom N Toms, Daegu, South Korea

- Managed financial ledgers to monitor and improve profitability and submitted daily reports to senior management.
- Monitored and ordered stock to guarantee sufficient supplies were available for sale.
- Scheduling shifts, handling and counting cash.

Education

Conestoga College

Pre-Health Sciences (Honour Student)

Ontario, Canada
2019 - 2020

Gastown Business College

International Business Fundamentals Program

Vancouver, Canada
2016 - 2017

Yeungnam University

International Trade (Incomplete)

Gyeongsan-si, Republic of Korea
2014 - 2016

Mogy High school

Cheongdo, Republic of Korea

References available on request.