

KIN FUNG LEE, KEVIN

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Candidate Summary:

- 3 years Part-time working experience in the aviation industry as a ground handling agent for Air Canada, Virgin Atlantic and CNAC. During this job, I needed to provide customer service and handle cash. I also need to doing the check in for customers and assist them at the boarding gate.
- Having experience in the customer service, shipping, logistic and aviation industry

Education:

2021- Present Centennial College - Canada

Diploma

(Software Engineering Technican)

2018- 2020 The Hong Kong Polytechnic University – Hong Kong

Bachelor Degree

(BBA (Hons) International Shipping And Transportation Logistics)

2016- 2018 Community College of City University (CCCU) – Hong Kong

Associate Degree

(Airport Operation and Aviation Logistic)

Working Experience (Canada):

Period: Dec 20, 2021 – Present

Company: Yomie's Yogurt

Position: Part Time Barista

Duties:

- Making drinks to customers
- Doing the opening and closing of the shop
- Preparing ingredients for the drinks

Period: Dec 1, 2021 – Present

Company: Scrubbi

Position: House Cleaner (Contractor)

Duties:

- Helping clients tidy up their house

Working Experience (Hong Kong):

Period: May 24, 2018 – Aug 18, 2021

Company: Jardine Aviation Service Limited

Position: Ground Handling Agent (Part-Time)

Duties:

- Helping passenger check in
- Checking legal document for passenger
- Doing check in for Air Canada, Virgin Atlantic and CNAC in the airport

Period: Jun 10, 2020 – Jul 29, 2021

Company: Unipec Asia

Position: Operational Assistant

Duties:

- Monitoring ship's activities during voyage
- Organizing shipping document
- Handling payment and claims from shipowner

Period: Jan 8, 2017 – Feb 27, 2017

Company: i.t.

Position: Part time Sales

Duties:

- Introduced some clothes that fulfilled our customer preference
- Put the new arrival clothes into the storehouse
- Tidied up clothes
- Introduced promotion to our customers

Period: Jun 20, 2016 – Aug 28, 2016

Company: DKSH

Position: Scan & Data Entry Clerk

Duties:

- Receiving the inbound goods and exported the outbound goods
- Entering the goods details into the receiver and supplier companies' system
- Handling some damaged goods

Skills:

- Excellent written and spoken Cantonese
- Proficient in spoken Mandarin
- Proficient in written and spoken English
- Proficient in Microsoft Office
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Extra- curricular activities:

- The member of the Hong Kong Air Cadet Corps
- The member of the Social Service team in secondary school
- Senior Ambassador of the student ambassador in secondary school
- Joining Vancouver Flying Program in 22/06/2017 – 20/07/2017
- Being a class representative in CCCU from 2017 to 2018
- Joining the Student Mentoring Scheme in CCCU from 2017 to 2018
- Being Global Student Ambassador in The Hong Kong Polytechnic University from 2018