



RESUME AND COVER LETTER APPLYING FOR A JOB

SESI 2023/2024

DET4C

PREPARED FOR:

LECTURER: MADAM NUR HARTINI BINTI HARUN

PREPARED BY:

NAME:	NO MATRIX:
CHONG KHENG CHEN	03DET22F1043



CHONG KHENG CHEN

TELEPHONE NO. (MOBILE):019-497-2588.

EMAIL ADDRESS: khengchen3113@gmail.com

PERSONAL PARTICULARS

DATE OF BIRTH:4 DECEMBER 2004

MARITAL STATUS: SINGLE

PLACE OF BIRTH: KEDAH, MALAYSIA

NATIONAL: MALAYSIANS

EDUCATION:

August 2022 POLITEKNIK SULTAN ABDUL
 HALIM MU'ADZAM SHAH
 (POLIMAS) BANDAR DARULAMAN
 06000 JITRA, KEDAH

DIPLOMA IN ELETRIC
ENGINEERING OBTAINED
CGPA SCORE OF 3.65

2022 SEKOLAH MENENGAH KEBANGSAAN
 TUNKU ABD AZIZ SIMPANG EMPAT
 06650 ALOR SETAR, KEDAH

SPM WITH DISTINCTIONS IN
MATHEMATICS AND HISTORY

WORK EXPRENCES

1. COMPANY'NAME: FASTCON ENGINEERING SDN.BHD ALOR SETAR
KEDAH

POSITION: SHOP ASSISTANT

DATE: JUN 2022-JULY 2022

JOB SPECIFICATION :1. PROCESSING DOCUMENTS IN WORD

2.PROCESSING COMPANY DATA BY USING EXCEL

3.CALCULATE QUOTATION

2. COMPANY'NAME: HOONG FOONG DIM SUM USJ 21 SUBANG JAYA SELANGOR

POSITION: WAITERS

DATE: JUNE 2023-JULY 2023

JOB SPECIFICATION :1. TAKING ORDER

2.INTRODUCING FOOD TO GUESTS

3.COLLECTING MONEY AT THE COUNTER

3. COMPANY'NAME: NERDUNIT POP UP AT ISETAN LOT 10

POSITION: PROMOTER

DATE: AUGUST2023-SEPTEMBER 2023

JOB SPECIFICATION :1. PROMOT THE SHIRT

HELP CUSTOMERS FIND SUITABLE CLOTHES

Skills

MICROSOFT WORD , MICROSOFT
EXCEL , POWER POINT

LEADERSHIP

ABILITY TO SOLVE PROBLEMS

EXPERIENCES IN FIRST AID

Languages

BAHASA MELAYU

ENGLISH

CHINESE

EXTRA-CURRICULAR ACTIVITIES:

JUN-DECEMBER 2021

LEADER OF ST JOHN AMBULANCE MALAYSIA
(SMK TUNKU ABD AZIZ)

- CADET LANCE CORPORAL
- FIRST AID MEMBER

REFERENCES:

The following persons have agreed to provide any additional information regarding my qualification and characteristics:

MADAM ERNIZA BT. ZAILAN
LECTURER
POLITEKNIK SULTAN ABDUL HALIM
MU'ADZAM SHAH (POLIMAS) BANDAR
DARULAMAN 06000 JITRA, KEDAH
Telephone number: 019-559-5166

MR CHONG KWO HONG
Managing Director
FASTCON ENGINEERING SDN.BHD
ALOR SETAR KEDAH
Telephone number: 019-448-2588