GUAN TECK KANG

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# WORK EXPERIENCE

**Golden Screen Cinema (GSC)**

*Cinema Assistant Manager (CAM) Aug-2022 - Jan-2022*

* Assist on the day-to-day operation of cinema including managing staff, inventory & supplies.
* Ensure & maintain high standards of service, product quality and cleanliness of Cinema.
* Ensure that the facility & equipment are maintained to company’s standards.
* Adhere with the Company Standard Operating Procedures.
* Perform any other relevant duties as and when required.
* Coaching and mentoring new Trainee Cinema Assistant Manager (TCAM)
* Supporting/assist customer in their problems, inquiries, questions, etc.
* Leading, managing, and communicate with team member to best performances.
* Learning, equip and applying new knowledge from the company.
* Attention to the cinema equipment especially the projectionist technology.
* Cooperating with all company visitors, partnership partner, etc.

# DIGI

*Customer services 2019*

* Assist walk-in customer
* Conduct sale for DIGI products and services
* Ensure cleanliness of the store
* Any ad-hoc duties

# Global Grandeur Sdn Bhd

*Graphic Designer - Internship Oct-2018 - Jan-2019*

* Create illustrator visual material for marketing purposes
* Manage company e-commerce account
* Customer services
* Stocks management
* Ensure cleanliness of the store
* Participate in expo in and out of Malaysia

# EDUCATION

**TALENTLAB**

*Foundation Certificate in Software Engineering Feb-2022 - May-2022*

* Attended online courses for Fundamentals in HTML/CSS, SQL, and React.
* **Certificate:** https://talentlabs.org/certificate/kZyXh8KuTZOalhXyqPHnlg/

# University Utara Malaysia (UUM)

*Bachelor of Media Technology with honors 2015 - 2019*

* CGPA: 3.40
* Majoring in advertising

# SKILLS

**Computer Skills:** Microsoft Excel, Word and PowerPoint. Visual Studio Code (VSC), GitHub.

**Soft Skills:** Strong communication, Team Management, Customer Services, Food Handling, Event Management, Operation Management.

# LANGUAGES

**Computer Language:** HTML, CSS, JavaScript, React & SQL

**Other languages:** English, Bahasa Malaysia, Mandarin

# INTERESTS

**Interested in:** Learning programming, gaming, badminton