

KIMBERLEY LOH YING-YING

RESUME 2014

PERSONAL DETAILS

KIMBERLEY LOH YING-YING

Home Address

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The Zest @ Kinrara 9

Bandar Kinrara 9

47100 Puchong, Selangor Darul Ehsan

Date of Birth

17 January 1989

Email

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Contact Number

012-677 6619

CAREER OBJECTIVES

Making a difference with different types of people is important to me because I like sharing my potential and experience with others and hope to earn other's recognition and acknowledgement of my virtues. I would like to secure a position where my qualities of an earnest learner and the ability to take on new challenges can be used within the individual, group, and organization levels.

ACHIEVEMENTS

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Published a journal in International Journal Sport Management and Marketing on menâ€™s motivation to go to the gymnasium: a study of intrinsic and extrinsic motivation.

Awarded as BBB Top Star Award for the 1st half of 2012

Coordinated and managed the first BBB Business Convention 2013 and BBB

Town Hall Meeting during the 1st half of 2013

Selected in the BBB Top Talent Program 2013 (Batch III)

Initiated and managed 2013 BBB iQuiz: The Guess Quest: Who? Who? Who? as internal game for staff

Awarded for Roll of Honour of Outward Bound Malaysia in 2004

EDUCATION

July 2008 â€“ June 2011

Bachelor of Business and Commerce
(Major in Management)

Monash University Sunway Campus, Malaysia

March 2007 â€“ April 2008

Foundation in Arts

HELP University College

1 | P a g e

tion
Position
Date

Bangkok Bank Berhad
Human Resources Executive
27 June 2011 – present

Responsible to handle the Human Resources functions such as Training & Development, Recruitment, Performance Management and HR Administration matters. Main roles and responsibilities are coordinating and managing both internal and external trainings for all level of staff as well as providing administration support on talent development programmes such as BBB Top Talent Program (TTP), BBB Top Star, and Corporate Orientation Program (COP). Besides that, I have coordinated the first BBB Business Convention 2013 and BBB Town Hall Meeting during the 1st half of 2013. Furthermore, I was nominated and awarded as the first BBB's Top Star Award for the 1st half of 2012 and selected in the BBB Top Talent Program in 2013.

My two-year experience with BBB has trained me to be more attentive to details, actively seeking information by comparing and proposing ideas and initiatives. Besides that, I have acquired skills such as multitasking skills and meeting deadlines in dealing projects and/or staff activities such as inhouse game, family outing, annual dinner, and team building.

Organization
Position
Date

Monash University Sunway Campus
Research Assistant
November 2010 – January 2011

Assisting my lecturer, Dr. Elaine Chew in developing a research gap " understanding customers' negative perceptions on airline companies during crisis in relation with repurchase intention. Main responsibilities are (1) to get ideas from passenger's views in deciding what to research on in regards to customers' concerns, (2) learning to select papers/journal articles to read and (3) select measurement scales. Based on this project, I was given the opportunity to do my own research using SPSS (Statistical Package for Social Sciences) software 18.0 version. Further, I have developed to become more analytical and problem solving as well as developing decision making skills by evaluating and accessing options. Besides that, I learned to be more adaptability " ability to find alternatives and substitutes and to be open-minded and accept criticism.

Organization

Position

Date

Monash University Sunway Campus

Student Helper IT Services

29 April 2009 " 29 May 2009

Assisting students in technical (photocopying, printing, student ID, log-in etc.) and service helpdesk. I was given the opportunity to understand and deal with student needs matter by providing access to information via different information delivery strategies. Also, I acquired customer service and communication skills within the individual and organisational levels as well as learning to be more flexible and proactive.

CIRCULAR ACTIVITIES

Committee Member of BBB Sports & Recreational Club (SRC)

June 2011 – present

Projects Involvement:

• Day Trip to Old Folks Home

• SRC Tea Talk

• BBB Blood Donation Campaign

• BBB Festival Gatherings

• BBB Healthy Staff Healthy Business Program

• BBB Family Movie Day

• BBB Annual Dinner

I was actively involved and managed in all the bank's activities as part of the employee engagement program. For example, I have coordinated, organized, and managed with my team members in the organizing a day trip to visit old folk's home as part of our corporate social responsibilities in 2012, organized and managed SRC Tea Talk on a quarterly basis and festival gatherings as well as creating awareness on staying healthy in the workplace via BBB Healthy Staff Health Business Program. Besides that, I was involved and managing BBB Family Day such as movie outing and BBB Annual Dinner for two consecutive years. Also, I have initiated, and managed an internal game; BBB iQuiz – The Guess Quest: Who? Who? Who? for staff as part of work-life balance initiative. Being a SRC member enable me to work with people from diverse backgrounds – experiences and skills that I can learn and acquire from them such as adaptive to last minute changes and efficiency in getting the work done with limited resources.

Volunteer of Monash University Student Volunteer Program (MUSVP)

July 2010 – November 2010

Projects Involvement:

- Aid in the painting of a crÃ"che
- Organizing Charity Carnival
- Teaching English and computer skills
- Learning and teaching arts expressions

Based on the volunteering program, I w a s g i v e
n t h e o p p o r t u n i t y t o l e a d
and guide African orphans in learning English and c
omputer

s k i l l s b e s i d e s a r t e x p r e s s i o
n s . I h a v e learned to work with people from
different cultural backgrounds. It sharpens my self
-management skills and

communication skills whereby I learned to be more i
nitiative by communicating with
all volunteers to plan activities for the children.

This shows that I am a team player
whereby I was trained to work effectively and effic
iently with all kinds of
people.

d efficiently with all kinds of people.

3 | P a g e

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RESUME 2014

Secretary & Marketing Team Member of HELP Matriculation Centre (HMC)

Student Council

April 2007 – January 2008

Projects Involvement:

- Pack the Floor for 24

- Valentine's Day Celebration 2008

Involved in organizing a fund-raising charity event – Pack the Floor for 24; a 24-hour

dancing campaign in aiding AIDS children. I was the Secretary for the project and I was

to record all the meetings minutes to make sure all the members are aware on each other

work – align and working together as team. The project has developed me to become

more initiative and enterprise. Besides that, I was involved in the Marketing team

whereby I was to solve problems, plan, and organize with my friends – coming from all

different departments from the Foundation to Undergraduate program students. We were

to collect merchandises from Malaysia AIDS Foundation (MAF) to give out during

the event as well as selling our own merchandises to raise fund. Based on this

experience, I learned one needs to have a practical implementation, manageable team,

and meet deadlines in order to make a project becoming a reality and successful.

Outward Bound Malaysia

29 November 2004 – 8 December 2004

Overseas Youth Programme /Adventure Challenge Course 2

11 November 2002 – 20 November 2002

Children's Adventure Course

Journal Publication

Lim, W.M., Ting, D.H., Loh, K.Y-Y., Loo, W.T., Shaikh, S. (2013). Men's motivation to go to the gymnasium: A study of intrinsic and extrinsic motivation. International Journal Sport Management and Marketing, 13(1/2). 122-139.

REFERENCES

Dr. Elaine Chew Yin Teng

Position

Lecturer: Management, Monash University Sunway Malaysia

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Phone

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Dr Ho Chye Kok

Position

Email

Phone

Lecturer: Management, Monash University Sunway Malaysia

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03-5514 6000 ext: 46172 (DID : 5514 6172)

My expected monthly salary would be in the range of RM3,200 to RM3,400.

4 | Page

