

Resume

Name : Tan Waie Kiet (Joseph)

Sex : Male

Date of Birth : 04 Jan 1988

Contact Number: 012-7225547

Nationality : Malaysian

Religion : Catholic

Height : 180cm

Weight : 73Kg

Address : 2, Jalan Permas 4/6,
Taman Permas Jaya,
81750 Masai,
Johor Bahru

Email : joseph.twk@gmail.com

Transport : Own Transport

Commencement of work: Any time

Preferred Jobs : Sale & Marketing & serving line

Preferred Industry : All

Preferred Location : JB

Expected Salary : RM 2000++



Education

Jan 2008 – July 2010 Reliance College
 Diploma in Hotel & Tourism Management

Year 2001-2006 **S.M.K Permas 1**
 SPM Certificate

Extra training course

Aug 2010-Dec 2010 Dale Carnegie Training Certificate

 Effective communication & human relations &
 skills for success course

Skills

- **Communication** - Deal with internal and external customers at all levels via telephone and email, to ensure successful communication via actively listening and probing questions
- **Problem Solving** – Resolves problems in a methodical manner independently and with internal and external business partners to find appropriate resolutions, efficiencies and high level of quality.
- **Team Player** – Enjoys sharing knowledge and encouraging development of others to achieve specific team goals

Languages Speaking & Writing

1. Chinese (Mandarin & Cantonese)
2. English
3. Bahasa Melayu
4. Basic in Japanese (JLPT 3)

Working Experience

1. 18 Sept 2012 – 13 Jan 2013

Living Art Gallery Pte Ltd

Sale Designer

Basic Salary offered: \$ 600

- Ensure proper documentation of project, such as correspondences, drawings, comments from client.
- Neat and precise drawings that cater to the needs of the Client
- Manage project costings and prepare project quotation.
- Close supervision of work and monitor site progress to ensure quality of work
- Ability to resolve site problems

Reason for leaving : Unstable income issue

2. Oct 2011 – August 2012

Wan Hai Lines Sdn Bhd

Sales Officer

Basic Salary offered: RM2050

- To secure new customers, service existing customers, attend to customer's request and ensure customer's satisfaction.
- To sent sales report leads to overseas group offices & HQ when required.
- Prepare daily appointment report and sales reports
- Every new prospective customers visited.
- Co-ordinate & provide seamless information feedbacks to/from our customer service and operation staff on any special arrangement requested by/offered to customers to ensure smooth & excellent service.

Reason for leaving : Personal Reason

3. May 2011 – Sept 2011

Epic Evolution (m) Sdn Bhd

Event Coordinator (sale leader) Part Time

Salary Offered: Rm150++/Per-event

- Assist with negotiations for event venues, arrange food and beverage, order supplies and audio visual equipment, order event signs, and ensure appropriate décor to meet the quality expectations of customers
- Conduct research, make site visits, and find resources of the event project undertaken.
- Assist with managing on site production and clean up for events as necessary.

Coordinate appointments, site visits and scheduling of events on the calendar.

Reason for leaving : Unstable income & long working hour issues

4. July 2010 – April 2011

Mies Engineering Sdn Bhd

Marketing Executive (Human resources)

Basic Salary Offered: RM1200

- Carry out end to end recruitment for a designated business unit (i.e, candidate sourcing, interview , selection, offer & pre-boarding). Ensure recruitment targets are delivered in a timely manner

- Assist manager to submit documents to Lembaga Hasil Dalam Negeri & Immigration office for applying work permit to those candidates
- Proactively resource & provide good candidates to business unit for consideration and future positions.

Reason for leaving : Low salary issue

5. . Jan 2010 – July 2010

Holiday Inn Resort Penang

Internship student

Internship in 4 Departments: Front Desk Office, Purchasing, Housekeeping & F&B.

➤ **Housekeeping**

- Make up every single rooms in the Hotel with fully packing trolley

➤ **Front Desk Office**

- Assist guests to Check in and Check out and handle any complaints or problems from guests.

➤ **Purchasing Department**

- Assist Purchasing Clerk in review the requests and specifications recommended by department heads to determine whether specifications are cost effective.

➤ **F&B**

- Serving Guests with standard service, taking order, delivery food and make up table.

- 1. April 2008 – Dec 2009 (1 and a half year) Bukit Timah McDonald's**
- Worked as a Crew in running all the sections.
Etc.: Cooking food, stocking, preparing food and runner. **(Part Time)**

- 2. Jun 2009 – July 2009 Permas Mall Frence Restaurant**
- Worked as a Server in serving guests. **(Part time)**

- 3. Jan 2008 – April 2008 Digi Sale Promoter**
- Promoting the latest package of Digi. **(Part Time)**