

Resume

Job Application

Personal Particulars



Name : JENNIFER CHIN KIM PENG
Age : 26
Date of Birth : 24-10-1988
Gender : Female
Race : Chinese
Religious : Buddha
Marital Status : Single
Address : No 6, Jalan C/B 2 Taman Cheng Bestari,
Melaka, Malaysia.
Nationality : Malaysian
E-mail : jenniferck88@gmail.com
Hp Number : +6017 329 2628
Height : 153cm
Weight : 45kg

Educational Background

Level : Foundation in Arts Studies
Field : Arts and Social Science
Name of Institute : University Tunku Abdul Rahman (UTAR)
Date of Graduation : 18 May 2009

Available Day

Start From: 10th January 2014

Languages Proficiency

- Speaking : English, Bahasa Melayu, Mandarin
- Writing : English, Bahasa Melayu, Mandarin
- Listening : English, Bahasa Melayu, Mandarin

Academic Achievement

1. Institution : University Tunku Abdul Rahman
Qualification : Foundation in Arts Studies
CGPA : 2.0143/4.0
Duration : 26th May 2008 Until 18th May 2009
2. Institution : SAGE UBS SERVICE CENTRE (MELAKA)
Qualification : UBS Software Classroom Training
Duration : 30th November 2011 Until 21st December 2011

Co-Curriculum Activities

1. University : Member of Undergraduate Community Service Programme 2010
2. High School :Member of Melaka State Student Club Nanyang 2003,2004
:Member of Economy Club 2007

Working experiences

1. Organization : Sumimetal Industries (M) Sdn. Bhd
Position : Admin (Trainer)
Working Duration : 26th May 2011 until 30th April 2012
Skills : Explore the knowledge of Aluminum
: Get the experience from Admin, Sales and other departments
: Be a flexibility person & Multi tasking
Salary : RM 1500
Reason for leaving : To explore new knowledge and experience
2. Organization : Sudong Sdn. Bhd (Sing Tel Call Centre)
Position : Customer Officer (Part Timer)
Working Duration : 1st May 2012 until 31st December 2013
Skills : Knowledge of Telecommunications
: Customer Relationship
: Adapt the new environment
Salary : RM1700
Reason for leaving : To find the more challenges job

Career Focus

HR

Expected Salary

RM 2000 (Negotiation)

References

- | | |
|-----------------|---|
| 1. Name | : Mr. Gerbriel Seow |
| Contact Numbers | : +606-2277999 |
| Company Name | : Sudong Sdn Bhd |
| Address | : Level 9, Tower B, Jaya 99, No. 99, Jalan Tun Sri Lanang 75100 Melaka |
| Position | : Customer Care Manager |