



RESUME

LEW MONG LAN

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PERSONAL DETAILS

Date of birth	:	18 July 1988
Gender	:	Female
Marital Status	:	Single
Nationality	:	Malaysian
Religion	:	Buddha
Expected Salary	:	RM 2300 (Negotiable)
Hobby and Interest	:	Reading, Singing and Travelling
Career Objective	:	To be an established and experienced Account Executive

ACADEMIC QUALIFICATIONS

May 2011	:	Graduated in Bachelor of Management (Technology) from University Teknologi Malaysia – CGPA 3.36
2006-2007	:	SMK Tunku Abdul Rahman Putra, Kulai Sijil Tinggi Persekolahan Malaysia, GPA : 2.67

- 2004-2005 : SMK Sultan Ibrahim, Kulai
Sijil Persekolahan Malaysia: Obtained distinction in Mathematics,
Additional Mathematics, Principle Account, and Science.
- 2001-2003 : SMK Sultan Ibrahim, Kulai
Penilaian Menengah Rendah (PMR)

PRE-WORK EXPERIENCE

- 2010 : Tutor at Foo Yew High School, Stulang Laut, Johor (Part time)
- 2009 : Sales Assistant at Mekap Accessories Shop, Kulai, Johor
- 2008 : Cashier at Deluxe Minimarket, Kulai, Johor
- 2007 : Operator at Micro Electric Factory, Senai, Johor
- 2006 : Operator at Electrical Factory, Senai, Johor
- 2005 : Cashier at Minimarket Surya, Kulai, Johor

PRACTICAL TRAINING

- 2010 : Training at Apex Cosmeceutical Industries Sdn. Bhd
- Position: Account Executive
- Responsible for preparing bank reconciliation, customer collection report, statement, and monthly payment listing.

EXTRA-CURRICULAR ACTIVITIES

- 2009 : Committee Member, Lantern Festival Society, University Teknologi Malaysia
: Committee Member, Unit Publicity of 20th Intervarsity Camp Year 2010,
Universiti Teknologi Malaysia
: Committee Member, Culture Night 2009, Universiti Teknologi Malaysia
: Committee Member, Chinese New Year Exhibition, Universiti Teknologi
Malaysia
: Participant, Program Charity Run, AIESEC, Universiti Teknologi Malaysia
- 2006-2007 : Committee Member, Chess Club, SMK Tunku Abdul Rahman Putra, Kulai
: Committee Member, Girl Scout Society, SMK Tunku Abdul Rahman Putra,
Kulai

2004-2005 : Committee Member, Tourism Club, SMK Sultan Ibrahim, Kulai
: Committee Member, Girl Scout Society, SMK Sultan Ibrahim, Kulai

HONOURS

Semester 2, 2009/2010 : Dean Certificate, Universiti Teknologi Malaysia
Semester 2, 2008/2009 : Dean Certificate, Universiti Teknologi Malaysia

COMMUNICATION SKILLS:

Oral: Fluent in Mandarin, Bahasa Malaysia, Moderately good in English Language

Written: Very good in Mandarin. Moderately good in English language and Bahasa Malaysia

COMPUTER SKILLS:

Good in Microsoft word, Microsoft Excel, Power Point and SPSS

REFEREES : Dr. khalil Bin Md. Nor

Academic Advisor

Faculty of Management and Human Resource Development,
Universiti Teknologi Malaysia

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