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| **PERSONAL PARTICULAR** | | | |
| **Name** | : Kevin Chua Tien Song | | |
| **Religion** | : Christian |  |  |
| **Race** | : Buddha | | |
| **Mail Address** | : Apartment Makmur,Block C-212, Jln Pjs 8/9, Petaling Jaya  Selangor | | |
| **Age** | : 33 years |  |  |
| **Sex** | : Male | | |
| **State of Birth** | :Seremban | | |
| **Marital Status** | : Married | | |
| **I.C No.** | : 800712-05-5225 | | |
| **Nationality** | : Malaysia | | |
| **Height** | :179 Cm | | |
| **Weight** | : 81 Kg | | |
| **Email** | :k\_05blues@hotmail.com | | |
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**EMPLOYMENT HISTORY**

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| **EMPLOYER 1** | | | |
| **Employer Name** | : Genting Highland Resort World berhad | | |
| **Employer Address** | : Genting Highland Resort,  69000 Pahang Darul Makmur, Malaysia | | |
| **Position** | : Waiter/Bartender |  |  |
| **Date Join** | : May 1998 |  |  |
| **Date resign** | : February 2003. | | |
| **Work Description** | 1. Provide customer service. 2. Ensure guest enjoy their drink’s. 3. Monitor all the stock available. 4. Provide customer service. 5. Cashier (When Cashier Not enough Manpower) 6. Serve guest 7. Display Stock 8. Setting up all promotion for department.  9. Return old stock. | | |
| **EMPLOYER 2** | | | |
| **Employer Name** | : Langkawi Lagoon | | |
| **Employer Address** | : Lot 78, Jalan Kuala Muda, Padang Matsirat ,  07100 Langkawi, Kedah Darul Aman, Malaysia. | | |
| **Position** | : Bartender |  |  |
| **Date Join**  **Date Resign** | : February 2004  : November 2007 |  |  |
| **Work Description** | 1. Ensure guest enjoy their drink’s  2. Provide customer service.  3. To ensure operation going smooth.  4. Request stock.  5. Cashier (When Cashier Not enough Manpower)  6. Serve guest.  7. Return old stock.  8. Monitor all the stock available.  9. Setting up all promotion for department. | | |
| **EMPLOYER 3** | | | |
| **Employer Name** | : Sunway Resort Hotel & Spa | | |
| **Employer Address** | : Persiaran Lagoon , Bandar Sunway,46150 Petaling Jaya,  Selangor | | |
| **Position** | : Account Assistant ( Income Audit ) |  |  |
| **Date Join**  **Date Resign** | : October 2004  : November 2013 |  |  |
| **Work Description** | 1. Make sure all F&B bills summit to finance office and ensure their bills tally with their sales report. Verify that the discount or promotions given justified. Verify Gift certificate or vouchers signatures and date are not expired when given complimentary to the guests.  2. Once all the F&B bills credit card slip are tally with credit card settlement with micros revenue report, summit to Credit to collect payment.  3. Verify and review the F&B voiding bills and make sure the payment is eligible to be voided and comes with Outlet Manager signature and Chief cashier signature. Once verify, summit to Accountant to ensure that the voiding are eligible to be voided.  4. Make sure all Front Office cashier closure transaction summit to finance office and ensure their cashier closure tie and tally with the opera system.  5. Once the Front Office credit card slip tally with credit card settlement with opera system report, summit to Credit to collect payment.  6. Verify and ensure the Front office Paid out & Paid out refund guest signature same with registration card signature and Front office manager signature to verify the paid out & paid out refund.  7. Record all the Business centre vouchers, miscellaneous voucher and rebate vouchers number to be keep track and ensure no voucher are skip and missing.  8. Verify and review all the Front office rebate and make sure the payment is eligible to be rebate and comes with Front office Manager signature.  9. Every morning do DRR ( Daily Revenue Report ) for all department such as revenue and Covers for F&B, Room revenue for Front office, Tobacco sales, business centre and miscellaneous revenue, Banquet & Convention centre covers & revenue to be post. All department revenue are generate from Opera system. Once done, print and email to all the Exco for morning briefing.  10. Track down OC subsidy for management A, management B & management C so that no over limit from the subsidy amount given. Once over limit, will be charge to their Employee ledger and will be deduct thru salary.  11. Maintain proper filing and record retention.  12. Do daily suprise cash count to all f&b outlet and Front office to ensure their float money are in correct amount.  13.Audit the banquet functions and ensure the charges are as per banquet event orders. Do banquet & convention recap daily in excell to ensure all the internal breakdown revenue goes to respective department for month end closing.  14. Post the daily audited work in excel and ensure the trial balance should be tally with opera system.  15. Verify and audit daily General cashier deposit and envelope and post in excel. Follow up of any shortage or overage from General cashier envelope. 16. Check Micros and opera report for accuracy and unusual transactions. Verify and audit all adjustments and corrections.  17. Audits all administrative PM folios and lost interface posting charges.  18. Perform month end closing and ensure that the trial balance agree with General ledger.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **LANGUAGES** | | | | | | |  | | | | | | | **Language** | | **Spoken** | **Written** | | | | Bahasa Malaysia | | Excellent | Excellent | | | | English | | Good | Good | | | |  |  | | | | | |  |  | | |  |  | |  |  | | |  |  | | |  |  |  | | --- | --- | --- | | **COMPUTER SKILLS** | | | |  | | | | **Skill**  Micros system  Opera system |  | **Proficiency** | | Microsoft Word |  | Good | | Microsoft Excel |  | Good | | Microsoft PowerPoint  Light room 3  Adobe Photoshop CS5 |  | Good | | | | | | | |  | |  |  | | | |  | |  |  | | | |  | |  |  | | | | **ADDITIONAL INFO** |  | | | | | |  |  | | | | | | **SELF DECRIPTION** | | | | | | |  |  | | | | | | * Strongly self- motivated, punctual and follow directions accurately | | | | | | | * Friendly and outgoing, with pleasant manner | | | | | | | * Take pride in providing excellent customer service | | | | | | | * Time management skills | | | | | | | * Have a good personality and attitude in work | | | | | | | * Willing to learn | | | | | |   **REFERENCES**   |  |  |  |  | | --- | --- | --- | --- | | **REFERENCE 1** | | | | | Name | : Mr Swee Keng Lea  012-2941702 | | | | Company Address | : Persiaran Lagoon Bandar Sunway, 46150  Selangor, Petaling Jaya. | | | | Designation | : Assistant Director of Finance |  | : 019-3420798 |  |  |  |  |  | | --- | --- | --- | --- | | **REFERENCE 2** | | | | | Name | : Mr Alvin Wong Yik Ming.  012-2718388 | | | | Company Address | : 168 Jalan imbi, Pudu, 55100  Kuala Lumpur Federal Territory. | | | | Designation | : Finance Controller. |  | : 019-3420798 | | | |