# Personal Details

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# Career Aspiration

To secure a challenging and rewarding position in finance and business administration and management within an organisation that will allow me to continue to develop my, creativity, skills and attributes for a successful career.

# Education

* SM Sri Kuala Lumpur (High school, graduated in year 2009)
* Foundation Studies at Trinity College, University of Melbourne (January – December 2010)
* RMIT University (Bachelor of Business (Accountancy) (2011 - Current)

# Language Skills

* English: Fluent
* Mandarin: Fluent
* Cantonese: Fluent
* Bahasa Malaysia: Intermediate (writing, reading and listening)

# Key Skills & Attributes

* Critical thinking/Problem solving
* Collegiality
* Self-Management
* Expansive communication interpersonal skills including technology platforms
* Excellent organisational/administrative skills
* Comprehensive IT proficiency
* Research
* Financial management

Additional Skill:

* Able to do translation from Mandarin to English and vice versa in writing (news, advertisement, and journal articles).

# Employment History:

March 2013 **Note Taker (Part Time)**

**Echo- Interpreting, Melbourne**

Responsibilities

* Taking down notes during lecture and tutorial for disable student in university

Achievements

* Able to take down notes accurately and in a well written form
* Able to work along with the disables

January 2013 **Front Office Executive (Contractual)**

**Bates Asia (Bates 141)**

Responsibilities

* Managing phone calls using multi-line phone system
* Collecting parcels
* Providing customer service to clients and candidates
* Greeting visitors, clients, and job candidates
* Resolve any enquiries on business to clients

Achievements

* Developed further in telephone etiquette
* Imperious in handling the associates

December 2012 **Database Clerk (Part Time)**

**Marqonsult IP Firm**

Responsibilities

* Entering data into system
* Opening new files for registration purposes
* Dealing with MyIPO letters from government department
* Locating files for follow ups

Achievements

* Learn more about Trademarks, Copyright, Patent, and Legal related
* Developed further knowledge on computer system
* Learning to work independently

December 2011- January 2012 **Data Entry (Part Time)**

**Merck, Sharp and Dohme Malaysia**

Responsibilities

* Entering data into system

Achievements

* Developed more knowledge on computer system
* Managed to complete task earlier than expected
* Developed strong interpersonal skills

November 2011- December 2011 **Meter Reading (Part Time)**

**Fuji Xerox Malaysia**

Responsibilities

* Call customers over the phone to get meter reading of printing machine
* Answer customer queries and refer to supervisor for further instruction

Achievements

* Ongoing development of communication and customer service skills
* Telephone etiquette

September 2008- November 2008 **Cashier at Fast Food Restaurant (Part Time)**

**A&W Fast Food Restaurant Malaysia**

Responsibilities

* Served customers at the cash register
* Taking food & beverages order
* Point of sale including cash handling
* Cleaned and maintained a tidy work area

Achievements

* Demonstrated capacity to work unsupervised and effectively in a high pressure work environment
* Dealt with customer complaints when ordered food was returned

October 2007- November 2007 **Sales Assistant (Part Time)**

**Unilever Malaysia (Persil)**

Responsibilities

* Answer customer’s queries in relation to product information
* Promoting latest products in store

# Community Involvement

1. Student Volunteer on RMIT Open Day

* Volunteered as a student volunteer on the 2012 RMIT Open Day
* Job is to bring visitors around school to introduce new building facilities and to help out any enquiries regarding course information.

1. Student Staff Consultative Committee Meeting (RMIT University)

* Participated in the student staff consultative committee meeting for Bachelor of Business (Accountancy) as a student representative
* Meeting is to review the effectiveness of the implementation of the Program plan; empower students to give feedback; and to contribute to the continual quality improvement of the Program

1. Student Ambassador at CPA Australia

* Joining events organized by CPA Australia
* Meeting students and explaining about the organization to them
* Presenting about the organization to students in university

# Referees

Dr. Alan Montague

Course Co-ordinator/Business Lecturer

RMIT University

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