** CHRISLIN KHOO WEI CHOOI**

**CAREER GOALS**

To contribute my knowledge and experiences to the company and provide excellence service towards customer satisfaction and company growth.

**PERSONAL PARTICULARS**

Date of birth : 14August1987

Mobile : +6016 477 6632 Sex : female

Email : [chrislincool@hotmail.com](mailto:chrislincool@hotmail.com) Nationality : Malaysian

Address : 31 A1-04-01,Miharja Condo,Jalan Palong,Taman Miharja,55200 KL.

Marital Status : single

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**EDUCATION AND QUALIFICATIONS**

2012-2013 **University of Derby**

Bachelor of Arts (Hons) in Business Management

2009-2011 **Han Chiang College**

Diploma in Business Studies (Marketing)

2006-2007 **Sijil Tinggi Persekolahan Malaysia (STPM)**

Penang Free School

2000-2004 **SijilPelajaran Malaysia (SPM)**

Penang Chinese Girls’ High School

**WORKING EXPERIENCE**

January 2013 - June 2013 **Education Consultant**

Raffles Education Group

Olympia College

Jan 2012 – December 2012 **Customer Service Executive**

Prudential Assurance Malaysia Berhad

February 2011 – September 2011 **Real Estate Negotiator**

Registered Agency

November 2007- October 2011 **Home Tutor/Tuition Centre Tutor**

Wisdom Shine Educare

Top Kids

August 2010 – September 2011 **Administrator cum ESOL Consultant**

Progressive Language Academy

June2008 – July 2009 **Customer Service Executive**

HSBC (M) Berhad

January 2008 – June 2008 **General & Stock Clerk**

Bistania

December 2004–January 2006 **Sales Coordinator**

England Optical Group

**EXTRACURRICULAR ACTIVITIES**

Vice-President in Business Society, Han Chiang College

Involve in Business School Orientation Day, 2010

Choir Section Leader, 2007

Involve in Events Planning, PFS, 2006

Secretary, Chinese Orchestra, PCGHS, 2004

Assistant Secretary, Chinese Orchestra, PCGHS, 2003

Committee member, Chinese Orchestra, PCGHS, 2001-2002

MSSPP Music Festival (State Level)

-Achievement : Certificate of Excellence 2002

-Achievement : Certificate of Excellence 2001

Participated in all kinds of events for Chinese orchestra performance (group & solo)

Assistant Captain, table tennis, PCGHS, 2004

Captain, table tennis, PCGHS, 2003

Coach, table tennis, PCGHS, 2002

Coach, table tennis, PCGHS, 2001

Represent PCGHS, table tennis, State level Competition (singles) under 18

-Achievement : Group Champion (2004)

-Achievement : Group Champion (2003)

-Achievement : Finalists (2002)

-Achievement : 1st runner up (2001)

-Involve in CheHoonKhor Moral Uplifting Society, Penang (2001-current)

-Participate in Tzu Chi stage performances, helper for events held. (2009-current)

**RELEVANT SKILLS**

1. Proficient with computer literate such as Microsoft Word, Microsoft Excel,

UBS System, Visual Basic, Command Prompt, Multimedia Web Authoring,

DBMS, Photoshop & etc.

(b) Strong analytical, interpretation, well-planning, and leadership skills.

(c) Excellent communication skills.

(d) Language Spoken: English, Malay, Mandarin, Hokkien, Cantonese

**REFERENCES**

Name : Mr. Brian Param

Position : Principal

Company : Raffles Education Group

Telephone : 016-3968187

Name : Mr. Fong Hoe Cheng

Position : Lecturer

Company : Han Chiang College

Telephone : 012-425 3918

Name : Jaiganesh Pillai Arumugam

Position : Resort Manager

Company : Tanco Resorts Berhad

Telephone : 012-5077802