**RESUME**

**PERSONAL DETAILS**

Name : Kyle Andrew Gomez

Age : 24

Nationality : Malaysian

Marital Status : Single

Address : No 22A Jalan 4/47 Petaling Jaya 46050

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**Professional Profile**

Over a year of working experience in corporate, food & beverage and retail industry. Specialties include sales, customer service and employee training and supervision. Completed foundation at Metropolitan College in business studies successfully. Have completed a degree majoring in Marketing and Management double major at The University of Curtin Australia Program, which is being run in Metropolitan University College. I’m also a fast learner, people person, polite, motivated and organized.

**Employment History**

**Part time jobs during semester breaks**

**HSBC Bank, Petaling Jaya State branch**

2011(3 Months)

Was working for the Safe deposit locker section and then moved up to the backroom office where I was in charge of clearing cheques and assisting my bank officer with his work.

**Symphony House**

Worked for **Tiger Airways in Symphony** (largest BPO company in Malaysia) 2011 ( 3 Months) and also a (3 week ) contract to assist on the Bangkok flood that happened ( 10 days) to assist on the Australian flight cancellation)

**Scicom**

Worked part time for **Scicom**, I was in the McDonalds delivery service call centre in charge of taking orders for customers and also troubleshooting for any issues regarding complaints and orders. ( 2 months )

**Mothercare Headquarters**

Worked for **Kim Hin Joo (headquarters)** of **Mothercare**, **Early Learning Centre and Gingersnaps**. (2 months internship) I was the assistant marketing for the company. Mothercare is a specialist retailer of products for mothers-to-be, babies and children up to the age of eight. Mothercare has a strong reputation for specialism, quality, safety and innovation in providing products and services for mothers, mothers-to-be, babies and young children. Mothercare is also one of the largest specialist retailer of products for mothers-to-be, babies and children in United Kingdom.

**Job After Graduating**

**HSBC QUILL 9 ( 2 months contract job )**

Worked as a contract officer at HSBC QUILL 9 under the credit services and mortgage department. I was doing documentation which includes checking facility agreements and customer information to ensure the right details are given in their documents done by the law firm that the bank allies with. (Aug 27 till end of October 2013)

**ACADEMIC QUALIFICATIONS**

**Curtin Foundation Program In Business Studies** ( Metropolitan College Subang Jaya)

**University of Curtin Australia** – BA ( HONS) Marketing and Management Double Major

**EXTRA-CURRICULAR ACTIVITIES**

**Interact**

Assisted in organizing car wash for charity

- learned that nothing is this world comes free

- Hard work pays off

- Learned that working as a team, we can accomplish more

**Kem Padu Jaya Diri 2003**

* Thought me about how to be independent and also motivated me to become more responsible

**Introduction To Nature Camp by HSBC**

* Learned about nature and also experiencing earth watch
* Learn how to be reasonable and listen to instructions accordingly

**Malayan Christian School’s Council**

* National Postal Bible Knowledge Quiz
* Thought me good moral values and to be more ethical in life

**HOBBIES**

**Futsal** – I play futsal every week without fail and have been doing it since I was in primary school. I have also represented Interact Club in high school for a competition. I have also participated in a few competitions in 2013 with a team that I have come up with. I personally feel that futsal has improved my health and helped me get fit

**Swimming** - I do swim every month and was once asked to represent school for swimming when I was 16 years old. Swimming has increased my stamina and therefore making me more active and alert in my daily life.

**Reading** – I’m a big fan of reading. I usually spend time during my free time reading books at the library near my house which is MPPJ library. I enjoy reading fitness magazines such as Men’s Health magazines and also literature and fictional books. My favorite authors include Jonathan Swift and Agatha Christie.

**SKILLS**

* **Language**

Strong command, both written and verbal, in English and Bahasa Malaysia

* **Technical**

Proficient in Microsoft Word and MS Excel

Able to use MYOB