



# TANG JIA PHIK

## STUDENT

### CONTACT

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### SKILLS

#### Technical Skills

- Microsoft Excel
- Microsoft Word
- Microsoft PowerPoint
- Video Editing Applications
- Canva

#### Soft Skills

- Teamwork, Leadership
- Time Management
- Communication
- Leadership

### LANGUAGES

- English (Native)
- Mandarin (Native)
- Malay (Business-level)
- Cantonese (Native)
- Hakka (Basic)



### PROFILE

Business Studies student at Sunway University, seeking an internship from 19 January to 17 April 2026. Responsible and optimistic, with strong organizational, communication, and teamwork skills to contribute effectively in a professional environment.



### EDUCATION

- Bachelor of Science (Hons) Business Studies** Sep 2023- Jul 2026  
(Expected Graduation)  
Sunway University, Selangor  
Year 1 CPGA: 3.04  
Relevant Courses: Human Resource Management, Accounting, Economics, Marketing
- Sijil Tinggi Pelajaran Malaysia (STPM)** Jul2021- April 2023  
SMK Tunku Ampuan Durah, Negeri Sembilan
- Sijil Pelajaran Malaysia (SPM)** July 2021- Apr2023  
SMJK Chan Wa, Negeri Sembilan



### WORK EXPERIENCE

- Data Entry** Mar 2024- Apr 2024  
Greenleaf Company Aug 2024- Sep 2024
- Processed and managed 526 receipts with high accuracy.
  - Coordinated administrative tasks to enhance workflow efficiency.
- Sales Associate** Apr - Aug 2023  
Mix Metro Sdn Bhd
- Delivered excellent customer service to boost sales and client satisfaction.
  - Managed inventory and sales transactions effectively.



### EXTRA-CURRICULAR ACTIVITIES

- Assistant Treasurer** Jan 2022 - Jan 2023  
Resource Centre, SMK Tunku Ampuan Durah
- Assisted in the 'Mystery Book' sales campaign which resulted in the sale of 57 books, generating RM1,140 in revenue.
  - Collaborated with teams to plan and implement events.
- Secretary & Performer** Jan 2019 - Dec 2020  
Choir Club, SMJK Chan Wa
- Managed administrative tasks and event coordination.
  - Performed at prestigious arts festivals, earning awards



### PROJECT

- Intercultural project** Sep 2024- Dec 2024
- Worked alongside Vietnamese students from the University of Economics Ho Chi Minh City (UEH)
  - Strengthening my intercultural communication abilities.



### VOLUNTEER EXPERIENCE

- 30-Hour Famine Volunteer** May 2019 - Jul 2019  
World Vision
- Contributed to initiatives aimed at reducing poverty and injustice.