

MOO YI XIN

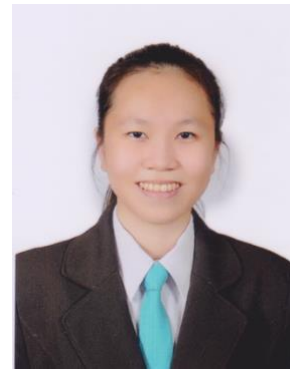
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Bandar Sunway

Subang Jaya, Selangor



PROFILE

Motivated Business Studies undergraduate with proven skills in communication, organization and teamwork. Experienced in customer service and event coordination through part-time roles and leadership positions. Recognized for commitment with a Gold Certificate of Volunteering. Seeking an internship opportunity to apply academic knowledge and contribute to the organization's success.

Available for internship from 19 January 2026 to 17 April 2026.

EDUCATION

September 2023	Bachelor of Science (Hons) in Business Studies
to	Sunway University, Selangor
Present	(Graduation is expected in August 2026)
	CGPA: 3.13

WORK EXPERIENCE

Part-Time Tea Barista, KOI Thé (Feb 2025 – Jul 2025)

- Delivered excellent customer service by handling orders and resolving inquiries.
- Collaborated with team members to ensure smooth daily operations in fast-paced environment.

Shop Assistant, Young Sports (Mar 2022 – Aug 2022)

- Planned and performed task including ordering, receiving, returning, shelving, packing, labelling, and pricing of products.
- Assisted and advised over 25 customers daily on product information and processed payments efficiently.

EXTRACURRICULAR ACTIVITIES

President - Chess Society (Jan 2021 – Oct 2021)

Sekolah Menengah Kebangsaan Perlis

- Developed and led training programs to improve members' gameplay and strategic thinking.
- Managed logistics for more than seven events, ensuring smooth execution of competitions and workshops.

Vice President - Librarian (Jan 2021 – Oct 2021)

Sekolah Menengah Kebangsaan Perlis

- Registered and catalogued books using the library system, maintaining accurate and up-to-date records.
- Assisted students in borrowing and returning books, ensuring smooth and efficient service.

EXTRACURRICULAR ACTIVITIES

Secretary - English Language Society (Jan 2021 – Oct 2021)
Sekolah Menengah Kebangsaan Perlis.

- Coordinated communication by preparing and distributing notices, updates, and event details to members.
- Managed and organized membership records for over 100 individuals, ensuring accuracy and timely updates.
- Planned and executed canteen days during school sports week, achieving a profit increase of over 50% within three days.

VOLUNTEER EXPERIENCE

Volunteer Member - Sunway Student Volunteers (Aug 2024 – Aug 2025)

- Contributed over 70 volunteer hours through community events and outreach programs.
- Awarded the Gold Certificate of Volunteering for commitment and service.

RHB LEKAS Highway Ride, Volunteer (Oct 2023, Oct 2024 & Oct 2025)

- Resolved unexpected issues such as delays or shortages in supplies.
- Demonstrated teamwork by collaborating with volunteer teams.

SKILL

- Technical Skills
 - Microsoft Office
 - Excel – Intermediate
 - Word – Advanced
 - PowerPoint – Advanced
- Communication
- Leadership
- Teamwork
- Problem Solving

LANGUAGE

English – Business level

Chinese – Native

Malay – Business level