

RESUME

Jack Ng Jek Yin

Biotechnology Student

Enquiry for 2 months internship (3 July 2017 - 8 September) and future working



WORKING EXPERIENCE

2015
8 month

Admin at Pusat Tuisyen Ikhlas Jaya

Worked at the front counter. Mostly assist teachers and students in menial task and chores. Occasionally teach students in absent of teacher. Coped to work at stressful working environment. Able to handle students and parents enquiries or complaints.

2014
1 month

Cashier at Big Bad Wolf Book Fair

In position as cashier initially. Shifted to different position and assigned to different task in term of man power shortage. Able to perform at all site ranging from storage to customer service. Worked during night time (night shift) for company needs.

2013
6 month

Sales Asistant at COSWAY FARMASI

Studied basic knowledge of over-the-counter drugs and supplement. Joined as beginner in bussiness ownership (BO). Acquired promoting skills in recruiting member and sales. Able to handle store and counter by-self. Learned to do basic dosing and use credit card terminals.

EDUCATION

2015 - 2018

Bachelor of Resource Biotechnology - UNIMAS

Studied in University Malaysia Sarawak situated at Kota Samarahan. Studied Bachelor in Resoure Biotechnology as persuation of interest in this field. Reason of choosing UNIMAS is because of its conducive environment and enthusiasm to explore land of Sarawak.

2013 - 2014

Sijil Tinggi Pelajaran Malaysia (STPM) - SMJK(C) YU HUA

Studied in pre-University programme STPM at SMJK(C) Yu Hua Kajang. Coped to new semester system. Able to handle and initiated in majority of group assignment and problem-based-learning (PBL). Choosed biology subject in science stream because of interest in biology. Scored MUET English test with result of Band 4.

2008 - 2012

Sijil Pelajaran Malaysia (SPM) - SMK Bandar Baru Sungai Long

Taken SPM in total of 11 subjects. Taken Bahasa Mandarin and Sains Pertanian as additional examination subjects.

AWARDS / CERTIFICATES

-Dean Award 2015/2016-2

Achieved Dean Award during First Year Second Semester with CGPA of 3.53.

CONTACT DETAILS

Website:
www.example.com

Mobile:
+60193192521

Email:
ngjekyin@yahoo.com

SKILLS

Adobe Illustrator
●●●●●●●●●● Moderate
Photoshop
●●●●●●●●●● Beginner
Microsoft
●●●●●●●●●● Beginner

LANGUAGES

CHINESE
●●●●●●●●●● Proficient
FRENCH
●●●●●●●●●● Beginner
ENGLISH
●●●●●●●●●● Moderate

HOBBIES

Gym
Kayak
Swimming



Jack Ng's LinkedIn