**Kok Leong (Ken) Teo**

29 Carpentier Cres  Wagaman NT 0810  Phone: 04 0333 3574  tkl816@hotmail.com

[www.linkedin.com/in/kok-leong-ken-teo-4286621a9](http://www.linkedin.com/in/kok-leong-ken-teo-4286621a9)

**Tax Consultant**

* I want to secure a responsible position in account management and serve as an account representative, share my breadth of experience and abilities, and influence mutual employee and employer growth and success.
* I completed BAS & Tax Returns Preparation Skills Workshop, pursuing Accounting Professional Year Program at Navitas, and aspire to use my strong organisational skills to support accounting department.

**Skills**

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| --- | --- |
| * Multitasking * Problem Solving * Analytical Skills * Corporate Communications * Social Media Content Creation | * Goal-oriented * Collaboration * Critical Thinking * Focus Group & Market Research * Web Content Development |

**Professional Experience**

**Australian Institute of Electrotechnology, Darwin** – *Electrical instrumentation and hazardous area training centre*

**Social Media Marketing Intern** – 07/2020 to 10/2020

***Job Responsibilities:***

* Created, distributed and engaged written or graphic content in the form of e-newsletters, webpage, blog content and social media messages.
* Collected customer data and analysed interactions and visits, plus used this information to create comprehensive reports and improve future marketing strategies and campaigns.
* Grew and expanded company social media presence into new social media platforms, plus increased presence on existing platforms including Facebook, LinkedIn, Twitter, and Instagram.

**Malaysian Life Reinsurance Group Berhad, KL** – *Multi million-dollar company providing reinsurance services*

**Actuarial Executive** –10/2011 to 10/2014

***Job Responsibilities:***

* Performed mathematical calculations such as premium due, interest charges, balances, discounts, sum reinsured, and claims for ceding companies.
* Formulated, prepared, and issued bills, invoices and addendums and ensure timely deliverable.
* Insurance product pricing and treaty drafting.
* Performed general office duties such as filing, answering telephones, posting and emailing.

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| **Kok Leong (Ken) Teo** | Page 2  Phone: 04 0333 3574 |

**AIA Shared Services Malaysia, Cyberjaya** – *Provide insurance and finance support operations to other AIA entities*

**Business Processing Analyst** –10/2010 to 10/2011

***Job Responsibilities:***

* Checked figures, postings, and documents for correct entry, mathematical accuracy, and proper codes. Matched order forms with invoices and recorded the necessary information.
* Used policy admin software to record, store and analyse insurance data information.
* Trained 2 new administrative assistants before leaving.

**Technology**

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| **Software:** | Xero Online Accounting, MS Office, LibreOffice, DB Browser for SQLite, VS Code, Linux |
| **Multimedia:** | GIMP, Inkscape, Kdenlive, Darktable |
| **Coding:** | VBA, Python, C, SQL, JavaSCript, HTML, CSS, Bash |

**Education**

**International House Business College, Darwin**

**Diploma of Social Media Marketing**

* Major: Social Media Marketing
* Expected graduation date: 12/2020

**HarvardX/EdX. Online/Cambridge, Massachusetts.**

**CS50: Introduction to Computer Science**

* Certificate: Online Course
* Course completion date: 10/2020

**Holmes Institute, Sydney**

**Master of Professional Accounting & MBA, 2018**

* Major: Accounting
* Minor: Business Administration
* Graduated with High Honours

**Tunku Abdul Rahman University, KL**

**Bachelor of Science (HONS) Actuarial Science, 2010**

* Major: Actuarial Science
* Minor: Statistics
* Graduated with Honours

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| **Kok Leong (Ken) Teo** | Page 3  Phone: 04 0333 3574 |

**Languages**

* English : PTE Overall Score of 68, Listening 69, Reading 70, Speaking 62, and Writing 72
* Malay : Proficient written and spoken language skills
* Mandarin : Proficient written and spoken language skills
* Cantonese : Intermediate written and spoken language skills

**References**

* **Mr Kevin Gawada**

Manager

Australian Institute of Electrotechnology

11/41 Sadgroves Crescent, Winnellie NT 0820

(08) 6244 2575

support@ausinet.com.au

*Kevin was my boss when I was having my social media marketing internship in Ausinet. After completing my internship, I got a reference letter from him and invited to write a weekly blog article for Ausinet.*

* **Ms Kimmi Smellin**

Trainer and Assessor

Navitas Professional Darwin

Darwin Innovation Hub, Level 1 Paspalis Centrepoint

48-50 Smith St Mall, Darwin NT 0800

(04) 2940 7633

kimmi.smellin@navitas.com

*Kimmi is my job skills trainer at Navitas Professional Darwin. She can attest the quality of my assignments and my participation in the class.*

* **Mr Faiz Ahmed**

Warehouse Manager

DB Schenker Sydney

38 Pine Rd, Yennora NSW 2161

(04) 0931 5349

faizahmed@dbschenker.com

*Faiz was my boss when I was working in DB Schenker Sydney as a warehouse store person for 3+ years. He can attest my altitude at work as well as my skill of using warehouse management software.*