

Nicholas Lim Hong Ming

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Education

NATIONAL UNIVERSITY OF SINGAPORE

B.Sc. (Real Estate)

August 2015 – Present

JURONG JUNIOR COLLEGE

GCE A-Level with 7 credits

January 2011 – November 2012

COMMONWEALTH SECONDARY SCHOOL

GCE O-Level with 6 credits.

January 2006 – November 2010

Experience

FAR EAST ORGANISATION

CUSTOMER SERVICE OFFICER

June 2016 – August 2016

- Attended to owners who called in for the collection of keys for their apartment.
- Help out with the continuation and termination of SP Services for owner's apartment.
- Moved to site to help out with daily operation which require to work hand in hands with main contractors.
- Managing and rearranging of documents that will be handed over to the owners on the day they take over their apartment

AON SINGAPORE (HEALTH AND BENEFITS)

ADMIN ASSISTANT (DATA ENTRY)

March 2015 – July 2015

- Provide assistance to administrative staff in the department in the form of assessing, submitting, editing and approval of claims.

2359 MEDIA PTE LTD

ADMIN ASSISTANT

December 2012 – March 2013

- Take part in the creation of mobile applications through the use of illustrators and other software, Eg SG Malls.
- Made trip to different part of Singapore to test out different mobile applications.
- Help out in seminars on teaching people how the mobile applications is being use.

COFFEE BEAN AND TEA LEAF

BARISTA

November 2010 – January 2011

- Performed the role as a Coffee Ambassador by attending to various consumer's queries.
- Ensured cleanliness, orderliness and safety compliance.
- Uphold the highest guest service standard while dealing with a variety of consumers.

- Promote coffee consumption by educating customers; selling coffee and coffee grinding and brewing equipment, accessories, and supplies; preparing and serving a variety of coffee drinks, along with pastries and cookies.

Leadership and Activities

TRACK AND FIELD MEMBER

January 2011 – November 2012

- Participated in AKIRA Swift Cross county 2012

NATIONAL CADET CORPS LEADER

January 2006 – November 2010

- Acted as a key member of the unit.
- Lead the club the participate in intra-school activities and represent school at local competition.

Achievements

- National Youth Achievement Award Singapore – Bronze Medal.
- Edusave Award for 4 consecutive years from Year 2007 – 2010
- Best GCE A Levels Project Work Presentation Group
- Top GCE O Levels Combine Science Award
- Overall champion for NCC zone competition

Skills Summary

Technical: Good knowledge of Microsoft Word, Excel, PowerPoint

Language: Fluent in spoken and written English and Chinese.

Reference

Far East Organization

Erlinda Lee

Assistant Manager

Customer Service

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