



**Gillian Kiu Chi Ern**

### **Contact Info**

Address : Jalan USJ 1/1L, USJ ONE PARK, 47500 Subang Jaya.  
Mobile No. : 016-7952012  
Email : gkiu1771@gmail.com

### **Personal Particulars**

Age : 20  
Date of Birth : 04-07-2002  
Nationality : Malaysian  
Gender : Female  
Marital Status : Single  
IC No/ Passport No. : 020704-10-0420

### **Educational Background**

#### **Diploma**

Field of Study : Information and Communication Technology (ICT)  
Major : Software Engineering  
Institute/University : Asia Pacific University of Technology and Innovation (APU)  
Year : 2  
Graduation Date : 04-2023

## Employment History

### Public Award Sdn Bhd

Position Title : Trainee  
Position Level : Low  
Specialization : Logistics  
Industry : E-commerce, Radio, Live  
Duration : 1 month

**Work Description:** In charge of checking and confirming orders from all E commerce website including own company website, Shopee, and Lazada. Besides, I write and print GDEX, post Laju, J&T invoice for shipment processing. I also overview live sections and did some product packaging.

### Artanis Pylon Sdn Bhd

Position Title : Product listing assistant  
Position Level : Low  
Specialization : Product  
Industry : Furniture, e-commerce  
Duration : 9 months (weekend only)

**Work Description:** In charge of listing new products daily to different e-commerce platforms with different prices.

## Technical Skills

(**Proficiency:** **Advanced** - Highly experienced; **Intermediate** - Familiar with all the basic functionalities; **Beginner** - Just started using or learning the skill)

| Skill                                       | Years | Proficiency  |
|---|-------|--------------|
| Web Design (Wix, Square space, Canva)       | <1    | Advanced     |
| System & Business Requirements Analysis     | <1    | Advanced     |
| Documentation                               | 1     | Advanced     |
| Proposal, Presentation & Report Writing     | 1     | Advanced     |
| Microsoft 365 (Word, Excel, etc)            | 2-3   | Advanced     |
| Managing databases, MySQL                   | <1    | Intermediate |
| Networks and networking (Cisco)             | <1    | Advanced     |
| Programming with HTML, CSS, JavaScript, PHP | <1    | Intermediate |
| Java Programming                            | <1    | Intermediate |
| Python Programming                          | <1    | Intermediate |

## Languages

(Proficiency: 0=Poor - 10=Excellent)

| Language        | Spoken | Written |
|-----------------|--------|---------|
| Chinese         | 10     | 10      |
| Bahasa Malaysia | 8      | 10      |
| English         | 10     | 10      |

## Additional Info

Availability : 24<sup>th</sup> April 2023 to 16<sup>th</sup> June 2023  
Duration : 8 weeks

## Miscellaneous

Willing to Travel : Light (<25%)  
Willing to Relocate : Will Consider  
Possess Own Transport : Yes

## References

### Mr. Kau Guan Kiat

Position : Internship Coordinator  
Email : [guan.kiat@staffemail.apu.edu.my](mailto:guan.kiat@staffemail.apu.edu.my)  
Company : Asia Pacific University (APU)

### Ms. Mridula

Position : Admin Officer  
Email : [mridula@staffemail.apu.edu.my](mailto:mridula@staffemail.apu.edu.my)  
Company : Asia Pacific University (APU)

### Ms. Rozita Yati Binti Masri

Position : Programme leader - School of Technology  
Hp : 603-8996 1000  
Email : [rozita@apu.edu.my](mailto:rozita@apu.edu.my)  
Company : Asia Pacific University (APU)