

## PERSONAL COMPETENCIES

I have a friendly and enthusiastic character that can perform well either in personal challenge or team challenge.

I am also capable of working in a high paced environment when multiple work assignments is given within a time frame.

Furthermore, I do also acquire excellent oral and writing skills correspondence with an exceptional attention to details.

Managing project with creative flair and in an organized manner is what I could contribute to the team.



## CAREER HISTORY

### Go Holdings Pte Ltd (Trading Company)

1 Tampines North Drive 1, #08-17, T-SPACE, Singapore. (528559)

#### Introduction:

Go-holdings is a trading company based in Singapore. Their main business which is trading glass cullet, raw material of ceramic & glass, palm derivative products, and etc.

#### Executive Officer (Feb 2019 to Jan 2022)

- Maintain professional relationships with all key supplies.
- Manage stock allocation monthly, due to limited sources.
- Conduct regular cost effectiveness and performance of suppliers/vendors.
- Organized with excellent negotiation skills.
- Process and verify delivery orders and invoices & packing list.
- Prepare shipping document for customer.
- Source for appropriate product's suppliers with the best possible pricing and payment terms.
- Coordinate with supplier on contamination problem. (If necessary)
- Liaise with freight forwarder for shipping schedule and pricing.
- Develop new products for expanding company's product range.
- Manage sample storage.

### Sam Pest Management Sdn Bhd

85, Jalan TU 3, Taman Tasik Utama, 75450 Melaka, Malaysia.

#### Stock Controller (as a internship student in 2018 Mar to Jun)

- Checking orders as well as maintain products' quality and quantity.
- Provide assistance in operation, quality assurance, accounting and administrative work.

### Patrick Luah & Co.

25,(1st Floor), Jalan Lambak, 86000, Kluang, Johor, Malaysia.

#### Secondary Assistant (as a internship student in 2016 Mar to Jun)

- Prepare documents to fulfill customers' needs.
- Manage all kinds of customers' profile, gather feedback and follow ups.
- Render 100% assistance to the other department (customer service, administrative, accounting and operation).



## EDUCATIONAL HISTORY

### Degree in Bachelor of Business Administration (Honours) (International Business)

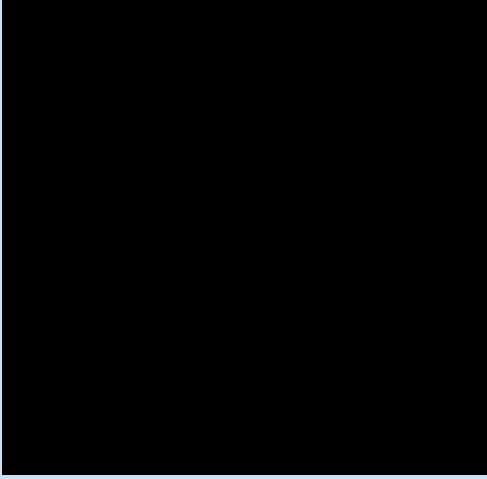
Multimedia University (Melaka Campus, Malaysia.)

- From Nov 2016 to Nov 2018.
- Graduated with a cumulative GPA of 2.5.

### Diploma in Business Administration

Multimedia University (Melaka Campus, Malaysia.)

- From June 2014 to Nov 2016.
- Graduated with a cumulative GPA of 2.7.



## PERSONAL SKILL

### Computer Skills:

- Microsoft XP applications (Word, Excel, Office, PowerPoint, Outlook, Note)
- Advanced
- Microsoft Office Document Imaging and Scanning - Advanced
- Acrobat Reader 6.0 – Intermediate

### Language Skills:

- English (Fluent Written and Verbal)
- Mandarin (Fluent Written and Verbal)
- Bahasa Melayu (Fluent Written and Verbal)

### Personal Skills:

- Fast learner
- Keen observer
- Innovative
- Enthusiastic and inspiring
- Good communication skills
- Conversationally proficient in 3 different languages
- Self-motivated
- Works well in team
- Highly adaptable
- Co-operative & collaborative
- Outgoing and easy going
- Possesses leadership qualities
- Self-disciplined
- Punctual
- Hardworking
- Good in control emotion
- Strong pressure resistance



## NOTABLE ACHIEVEMENTS

- **Centre Diploma Programmers Star Awards** (An event to display student's Final Year Project) as a protocol member in this event and also stage manager on that day.
- **Chinese Festival 2016** by Chinese Language Society as a program flow manager.
- **Go Holdings Charity 2019** joined as a committee to help organize the events.
- **Go Holdings's Charity 2020** joined as a chairman to organize the whole events.

