MAK WING KWONG
RESUMES

CONTACT DETAILS

Mobile: (852) – 66252875
Address: FLAT 215 PING SHING HOUSE, PING TIN ESTATE, LAM TIN, KLN
Email: wingmak1314@gmail.com
Birth of day: 10 OCT 1992

EDUCATION

University of the West of England, Bristol(2017-2018)
Digital Media top up degree

- 3D interior Design & modeling
- Basic rendering
- Texture production

Community College of City University (2015-2017)
Associate in Science of Creative and Interactive Media Production

- Basic Web development
- Edit video/audio
- Basic HTML/CSS/Javascript
- Basic AR/VR knowledge

Hong Kong Institute of Vocational Education (2010-2014)
Administration and Development System

- System Development
- Basic Linux
- Accessing WAN & IT Professionalism & Networking Technologies
- Systems and Network Management Broadband Networks
- C# & HTML 5

Hong Kong Certificate of Education Examination (2010)

- Chinese F
- English E
- Math D

CERTIFICATE

Hong Kong Interior Design and Architecture Institute

- 3D Rendering
- AutoCAD

Hong Kong Special Administrative Region Driving Licence

- 1 and 2 of license plate drive

WORK EXPERIENCE

Warehouse coordinator

Bright-tech Trading Limited (23 June 2019- present)

- Coordinate incoming and outgoing inventory deliveries
- Maintain inventory records
- Ensure shipment and estimate shipment arrival date/notice
- Process and coordinate 3rd party manpower
- Schedule the shipment
- Track shipment
- Ensure enough item to customer

Assistant Officer Supervisor

Hi-Speed Supply Chain Limited (23 July 2018 – 20 June 2019)

- Resident director in "Fortress", "Parknshop" and "Watsons" in HLC
- Record and monitor employees attendance
- Cargo & Order management
- Customer service of complain

IT - Hardware Engineer

Hi-Speed Supply Chain Limited (23 July 2018 – 20 June 2019)

- Troubleshoot I . T
- Provide end – user IT support and trouble shooting
- Handle preventive hardware and software maintenance, perform
- system monitoring Analyze and resolve computer problems
- Provide onsite technical support for end users

COMPUTER SKILLS

- MS Office
- Chinese Typing
- English Typing

LANGUAGE SKILLS

- Fluent Cantonese
- Nornal English
- Nornal Mandarin

DATE OF AVAILABILITY

One month's notice

For more about me, please visit this website :
http://wingmakpersonal.rf.gd/