

Belden Low Lee Meng

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📍 Singapore

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📅 2000/10/24

🏳️ Singaporean



Profile

I am enthusiastic about acquiring fresh experiences and expanding my skill set to enhance personal growth.

My aspiration is to develop a range of technical competencies through hands-on work, as well as to refine my interpersonal abilities for improved communication.

With a long-term goal of establishing a career in the Marketing or Design Industry, I am eagerly seeking opportunities to learn and acquire valuable skills from other forward-looking companies.

Professional Experience

2024/06 – 2024/12

Contract Administrative Assistant

NTU School of Materials Science and Engineering

- Managed stationery inventory and distribution to staff and students.
- Oversaw the reception counter, providing excellent customer service.
- Prepared meeting rooms for events and ensured all necessary equipment was available.
- Assisted in logistics and coordination for school events, enhancing overall execution.
- Provided printing support for faculty and staff as needed.
- Organized office arrangements for visiting and academic staff.
- Completed various ad hoc duties as assigned by the supervisor.

2023/08 – 2023/10

Sales Promoter

SharkNinja

- Warmly welcomed and greeted customers, fostering a positive shopping experience.
- Recommended and demonstrated products tailored to customer needs, enhancing sales opportunities.
- Monitored and replenished stock levels to ensure product availability.
- Executed daily store operations efficiently, contributing to a well-run retail environment.
- Engaged customers by answering questions and providing personalized experiences.
- Maintained security protocols for inventory and store premises.

2021 – 2023

Admin Support Assistant

RSAF

- Provided administrative support in various capacities to assist operational efficiency.
- Collaborated with team members to streamline processes and improve service delivery.

2019/04 – 2019/08

Intern

UB18 Computers Pte Ltd

- Diagnosed and repaired laptops and desktops, ensuring optimal functionality.
- Installed and updated operating systems on various devices.
- Upgraded system specifications to meet customer requirements and enhance performance.
- Assisted customers by promoting sales and providing expert advice on products.

Education

2023 – 2025	Diploma, Digital Communication <i>Ngee Ann Polytechnic</i>
2018 – 2020	Higher Nitec, Cyber & Network Security <i>ITE College West</i>
2013 – 2017	GCE O-Level <i>Teck Whye Secondary School</i>

Skills

Video Editing Plan and edit client's raw footage to achieve desired outcomes, experience in gaming montages, YouTube channel intros, and adaptable to various genres such as property showcases.	Graphic Design Create banners, avatars, and thumbnails for the client's social media, catering to diverse requirements with flexible designs.
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Certificates

Certified Secure Computer User (C/SCU)
Issued by EC-Council