



Koh Huey San

Personal Particulars

Date of Birth : 1 February 1993
Race : Chinese
Gender : Female
Marital Status : Single
Nationality : Malaysian
Interests : Reading, listening to radio/music, watching tv
Health condition : Good
Language Proficiency : Good oral and written skill in Mandarin
Average oral and written skills in English and Malay
Average oral skill in Cantonese
Address : 20, Jalan Pancaran 3,
Taman Sri Pancaran,
45600 Batang Berjuntai, Selangor.
Mobile Phone No. : 013-397 0284
Email : hueysan-k@hotmail.com

Education Background

May 2013 – Now : Bachelor of Business Administration (Hons)
Universiti Tunku Abdul Rahman (UTAR), Perak Campus
CGPA – 2.45 (Current)

May 2011 – Dec 2012: STPM in Art
CGPA: 2.67

Certification

SPM (2010) : 4A5C1D
PMR (2008) : 6A2B
UPSR (2005) : 4A2B1C

Awards and Achievements

- Malaysia University English Test (MUET) – Band 3 2012
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Extra-Curricular Activities

University

- Involved in soft skills talks and workshops
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Additional Skills

Computer Skills	: Microsoft Office
Soft Skills	: - Passionate
	- Fair interpersonal communication skills
	- Easily approachable

Working Experience

Jan – April 2013	: Administrative Assistant at TRX Dynasty International Sdn Bhd
	Reason to leave: Further studies