

Tang Yoke Yeng

Phone no : 017-5056153

Address : 2-25A Jalan Indah 3/1

Taman Puchong Indah

47150 Puchong Selangor.

Email : yengkatherine@gmail.com



WORKING EXPERIENCE

2016 - Present	<p>Erican Language Center</p> <ul style="list-style-type: none">* A part-time course counselor and working for admin job at the same time.* Managing the paper work that have to be done.* Assist the superior to complete a task.
2014 - 2015	<p>Ace Canning Company</p> <ul style="list-style-type: none">* A part-time promoter selling products such as foods and beverage.* Provide food testing to the customer and promote the benefits of the products.
2013	<p>Toyota Service Center</p> <ul style="list-style-type: none">* Administrative assistance that help leaders to manage center inventory and associate with customers.* Preparing the items that are needed by the customers.

EDUCATION

2017 - Present	BA (HONS) in Human Resources Management (BAHRM) Segi College Subang Jaya
2016	Diploma in Business Administration (DIBA), Segi College Subang Jaya
2014	Sijil Pelajaran Malaysia (SPM), S.M.K. Methodist Tanjung Malim
2011	Sijil Penilaian Menengah Rendah (PMR), S.M.K. Methodist Tanjung Malim

CURRICULUM & ACTIVITIES

May 2017 -	- Public Speaking Organized drama competition. A part of the props maker team.
April 2016 -	- Badminton Club Joined as the member
Dec 2016 -	- Dare Maze Co-curriculum subject enquire to organize and event.
Mar 2014 -	- Food and beverage event Organized an event on by doing sales in the college.

PARTICIPATED CURRICULUM ACTIVITIES

2016	- Personal Professional Development (PPD)
2016	- Maze Event
2015	- Marketing Event
2015	- General Language Training Event
2014	- School Librarian

ACADEMIC AWARDS

Mar 2016	Personal Professional Development Certificate (PPD)
April 2016	Dean's List
Nov 2015	Dean's List
Nov 2013	General Certificate of Education Ordinary Level (GCE)

SKILLS & ABILITY

- Enable to conduct task by using Microsoft Office
- Quick typing skills
- Able to communicate more than 2 language
- Could work well in a team or group
- Willing to learn new things
- Able to adapt to new environment

LANGUAGE

English	- Intermediate
Bahasa Malaysia	- Native Speaker
Chinese	- Native Speaker

PERSONALITY

* Compassionate	* Kind
* Have own opinions or ideas	* Critical thinking
* Responsible	* Open minded

PERSONAL INTEREST

* Reading novels	* Drawing
* Playing Badminton	* Listen to musics

REFERENCE

a) Ms. Jenny Eng	+60 12-658 8179 Center Manager, Erican Language Center, Puchong Jaya.
b) Mr. Maxx Koh	+60 16-7191819 Lecturer, Segi College Subang Jaya.
c) Ms. Christina Rathy	+60 12-478 9331 Lecturer, Segi College Subang Jaya.