

NG KAH HOEI

No.2, Lorong WJ 3, Taman Woodland Jaya, 27000 Jerantut, Pahang.

Email: kahhoei5340@gmail.com H/P: +6016-9501981



OBJECTIVE

Currently looking for internship opportunities in a Finance related field from 14th March to 3rd June 2016

EDUCATION

2014 - 2017

Bachelor of Finance (Hons)

Multimedia University

CGPA: 3.62 – Dean's List 2 Semesters

2013 – 2014

Foundation in Management

Multimedia University

CGPA: 3.39

2008 – 2012

Sijil Pelajaran Malaysia

Sekolah Menengah Kebangsaan Jerantut

SPM: 7As and 3Bs

EXTRA CURRICULAR ACTIVITIES

September 2015 – January 2016

Career Fair 16

Program Division Working Committee

- Oversaw program development, and monitored and assessed existing programs
- Initiated and guided program evaluations

January 2011 – December 2011

Jerantut Youth Buddhist Fellowship

Chairperson

- Provided leadership and made sure the effective operation of the committee.
- Collaborated with other committees in the planning and setting of agenda for the fellowship every quarterly.
- Ensured the decisions made at meetings are implemented.

- Responsible for representing interests of the youth and working together with the supervisor to help as youth events were planned.
 - Involved in organizing and holding more than 5 camps included youth camp and children camp and taking different positions such as director, secretary and head of program division.
-

WORK EXPERIENCE

January - May 2012

Jerantut Advertising & Awning Works

General Clerk

- Managed petty cash claim by ensuring the correct amount is claimed for every purpose before approval.
 - Handled incoming calls and directed them to the right person in charge.
 - Prepared monthly payment documents and kept track of all the documents.
-

QUALIFICATION

November 2012

LCCI

Level 2 Certificate in Book-keeping and Accounts

SOFTWARE SKILLS

Microsoft Words, Microsoft Power Point, Microsoft Excel

LANGUAGES

English, Mandarin, Malay, Cantonese

ADDITIONAL INFORMATION

Keen to travel or relocate when needed.