



**LOH LI YUN**

### **Objective**

- Understand the nature of working life, as well as being aware of the functional relationship within organization.
- Develop interpersonal skills such as self-confidence and self-reliance.
- Employ and enhance knowledge as well as skills in a gainful position in business management and finance.

### **Contact Info**

Address : No. 6, Jalan BS 5/21A, Taman Bukit Serdang, 43300 Seri Kembangan, Selangor.  
Telephone No. : 603-89599676  
Mobile No. : 016-2396776  
Email : amandayun96@gmail.com

### **Personal Particulars**

Age : 20  
Date of Birth : 3<sup>rd</sup> June 1996  
Nationality : Malaysian  
Gender : Female  
Marital Status : Single  
IC No/ Passport No. : 960603-43-5096

### **Educational Background**

#### **Pursuing Bachelor's Degree**

Field of Study : Business Management  
Major : BA (Hons) in International Business Management  
University : Asia Pacific University of Technology and Innovation  
Expected Grade : CGPA 3.16 (Year 1)  
Graduation Date : **Ongoing**- Year 2 Semester 2

**Diploma/ Equivalent**

Field of Study : Foundation in Technology and Business & Finance  
 Major : Technology and Business & Finance  
 Institute/University : Asia Pacific University of Technology and Innovation  
 Grade : CGPA 3.51  
 Graduation Date : March 2015

**Sijil Pelajaran Malaysia (SPM)**

Field of Study : Pure Science  
 Major : -  
 Institute/University : Sekolah Menengah Kebangsaan Seri Kembangan  
 Grade : 4A, 2A-, 2B+, 3B  
 Graduation Date : December 2013

**Employment History****LOOB MANAGEMENT SERVICES SDN BHD.**

Designation : Tearista (Chatime)  
 Industry : Food and Beverage  
 Duration : December 2013- Ongoing

Work Description: Worked as full-time Tearista from December 2013 until April 2014 at Chatime Petronas Besraya outlet. Past positions includes cashier, kitchen helper and beverage tearista. Provided opportunities to learn stock take, accomplish daily and monthly report and being trained to deal with customers confidently.

**PROSPECT OUTSOURCING SDN BHD.**

Designation : Usher  
 Industry : Defence and Security  
 Duration : April 2016

Work Description: As receptionist of media centre at the 15<sup>th</sup> Defence Services Asia Exhibition and Conference 2016. Assisted in registration and provide information of the event to media representatives from both local and foreign countries.

**Technical Skills**

(**Proficiency: Advanced** - Highly experienced; **Intermediate** - Familiar with all the basic functionalities; **Beginner** - Just started using or learning the skill)

Skill	Proficiency
Assist with month-end financial reports	Beginner
Post journal entries	Intermediate
Assist with account receivables, payables and bank statement reconciliation	Beginner
Assist with audits	Beginner
Balance sheet reconciliation	Beginner

Manage monthly tracking of physical inventory	Intermediate
Support payment processing team	Intermediate
Data entry	Advanced
Ms. Word	Advanced
Ms. Excel	Intermediate
Ms. PowerPoint	Advanced

## Languages

**(Proficiency: 0=Poor - 10=Excellent)**

Language	Spoken	Written
Chinese	10	9
Bahasa Malaysia	8	7
English	9	8

## Additional Info

- I am a friendly, helpful, polite and have a good sense of humour person.
- I am able to work with minimal supervision and independently.
- I am hardworking, punctual and passionate to learn new skills.

## References

### Mr. Ahmad Nadzri Rose

Relationship : Supervisor of Internship  
Position : Senior Lecturer  
Tel : 017-3333060  
Email : [ahmad.nadzri@ucti.edu.my](mailto:ahmad.nadzri@ucti.edu.my)

### Mr. Yong Jun Jie

Relationship : Junior Operations Executive  
Position : Junior Operations Executive in Loob Management Services Sdn Bhd.  
Tel : 016-2245420  
Email : [junjie@chatime.my](mailto:junjie@chatime.my)