Human Resource Manager   
OCK Group Bhd   
No. 18, Jalan Jurunilai U1/20,   
Seksyen U1, HICOM Glenmarie Industrial Park,   
40150 Shah Alam,   
Selangor, Malaysia.

Dear Sir/Madam,

**APPLICATION FOR INDUSTRIAL TRAINING PLACEMENT**

Please consider me as an applicant for the internship in OCK Group Bhd. I am an undergraduate at the **Universiti Malaysia Sabah (UMS)**, currently majoring in **Financial Management and Banking**. Now I am entering my third year study. I believed that I am the kind of responsible and hardworking person that you are looking for and serving as an intern with you will give me further exposure I need to advance my career in the future.   
  
For your information, the internship period that has been set by my faculty in university is on **4th July 2016 until 23rd September 2016**. Official related documents with the complete information will be send to you again soon.

As you’ll see on my enclosed resume, I have the educational background and track record for which you are looking for. Besides that, I am motivated and enthusiastic and would appreciate the opportunity to contribute to your firm’s success.

I am looking forward for your consideration of my application.   
Thank you.

Sincerely,

CHEONG PUI SIONG



**CHEONG PUI SIONG**56, Jalan Telok Gadong,   
41200 Klang. Selangor.   
016-9709093, [siong621@hotmail.com](mailto:siong621@hotmail.com)

**PERSONAL PROFILE**

Nationality: Malaysian

Gender: Female

Race: Chinese

Marital Status: Single

Date of Birth: 21st March 1993

**EDUCATIONAL QUALIFICATION**

2013 – Present **UNIVERSITI MALAYSIA SABAH**   
 Bachelor in Financial Management and Banking   
 Current CGPA: 3.50

2011-2012 **S.M.K. Methodist ACS Klang**   
 Sijil Tinggi Pelajaran Malaysia (STPM)   
 CGPA: 2.67

**WORKING EXPERIENCE**

STB Maju Sdn Bhd, Selangor, Malaysia

**Billing Assistant Jun 2013 to Sept 2013**

* Managed basic bookkeeping for the company
* Assisted in processing of client orders

Hai-O Marketing Sdn Bhd, Selangor, Malaysia

**Attendant Jan 2013 to May 2013**

* Took inventory of all items sold in the store
* Resolved customer concerns related to products, billing, and scheduling

**SKILLS**

|  |  |  |
| --- | --- | --- |
| **Languages** | **Oral** | **Writing** |
| Chinese | Fluent | Good |
| Malay | Fluent | Good |
| English | Fluent | Good |
| Cantonese dialect | Fluent | - |

Computer skill: **Microsoft Word, Microsoft Excel, Microsoft Power Point**.

Driving skill: **Hold driving license more than 2 years**.

**ACTIVITIES and ACHIEVEMENT**

* **UMS KPT Taekwondo Fiesta** (2015) – 1 gold medal, 2 silver medals
* **Sukan MASUM** (2015) – 1 gold medal
* **30 – Hour Famine 2015 Countdown** (2015) – Volunteer
* **12th ATF Taekwondo Championship 2015** – 1 bronze medal
* **Forum GST -Kolej Kediaman 2015** - Committee of Unit Protocol and Invitation
* **National Poomsae Taekwondo Championship** (2015) – 1 gold medal
* **4th ESTA International Invitation Taekwondo Tournament** (2014) – 1 gold medal
* **30 – Hour Famine 2015 Countdown** (2014) – Volunteer
* **Program Kursus Latihan dan Kepimpinan (KILAP) 2014** – participation
* **Sukan Institusi Pelajaran Tinggi Malaysia/ Taekwondo** (2014) - 1 silver medal
* **Seminar Keusahawanan @ E** (2014) – Timbalan Unit Makanan
* **Jawatankuasa Kebajikan Mahasiswa Sesi 2013/2014**   
  – Sekretariat Exco Akademik
* **Pustaka Mini Sesi 2013/2014** – Timbalan Bendahari
* **Kejohanan Siri 2 Sukan MASUM/ Taekwondo** (2013) – 1 gold medal
* **Gerai Pameran & Keusahawanan Tamu Gadang Kali ke-15** (2013)   
  – Unit Publisiti & Informasi

**REFERENCE**

1. Mr. Amer Azlan bin Abdul Jamal   
   Head Program of Financial Management and Banking   
   Universiti Malaysia Sabah   
   019-2772710
2. Mr. Rosle Mohidin   
   Lecturer   
   Universiti Malaysia Sabah   
   016-5834440