# LEONG POOI YUN

# PERSONAL **DETAILS**



Name : Leong Pooi Yun

Mobile : 010-2192708

Date of Birth : 08 May 1995

E-mail : [msmelodyvip@gmail.com](mailto:msmelodyvip@gmail.com)

Gender : Female

# CAREER OBJECTIVEs

Seeking an internship in a well respected firm, from the period of 3rd January 2016 to 24th March 2016, where I can explore my capabilities, and provide the company with the benefit of my knowledge and skills and at the same time be exposed to the firm’s dynamics.

# SKILLS

Computer Skills:

Proficient with the use of Microsoft Word, Microsoft Excel and Microsoft Powerpoint

## Language Skills:

Profound command of written and spoken English, Bahasa Malaysia and Mandarin

# ACCOMPLISHMENTS

KUMON Advanced Student Honor Roll (ASHR) 2005 – 2009

# EDUCATION HISTORY

|  |  |  |
| --- | --- | --- |
| **YEAR** | **School / Institution** | **Qualifications** |
| 2000 - 2007 | SJK© Yak Chee | UPSR |
| 2008 -2012 | SMK Pusat Bandar Puchong (1) | SPM |
| 2013 - 2014 | Sunway University College | Foundation in Arts (FIA) |
| 2015 | Sunway University | BSc (Hons) Business Studies |

# WORK EXPERIENCE

**Super Tuition Centre (Super Education Group) 2011**

Assistant

Responsibilities:

* Assist students with their daily school homework

**Sunshine Hamper & Florist Sdn. Bhd. 2012**

General Clerk

Responsibilities:

* Checks delivery order of every company and make sure that the details are all correct
* Pick up calls and record every order of each company
* Fax and email details of the hampers to other companies
* Familiarize with the codes and names of hampers

**Sunway Pals, Sunway Pyramid (Sunway Berhad) 2014**

Promoter

Responsibilities:

* Promote the benefits and use of Sunway Pals
* Get more consumers to sign up and know more about Sunway Pals

**Little Apple Tuition Centre (C&C Prominent Educare Sdn. Bhd.) 2016**

English Tutor for UPSR students

Responsibilities:

* Educate them on writing and speaking skills