

**TAN KAR LEONG**

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Taman Angkasa

44100 Kerling

Selangor

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**CAREER OBJECTIVES**

My objective is to pursue a career for an Administration Executive position in making use of diverse skills in customer service and office management in a highly dynamic work environment which enables me to grow while meeting the corporation’s goals through my study and internship program.

**PERSONAL PARTICULARS**

Date of Birth : 30 January 1993 Place of Birth : Kuala Lumpur

Marital Status : Single Nationality : Malaysia

**EDUCATION**

2013-2017 Universiti Utara Malaysia Degree in Business Administration

Sintok, 06010,

Universiti Utara Malaysia, Kedah

2010-2012 SMK Kuala Kubu Bharu STPM

Jalan Kolam Air, 44000,

Kuala Kubu Baru, Selangor

2004-2009 SMK Kuala Kubu Bharu SPM

Jalan Kolam Air, 44000,

Kuala Kubu Baru, Selangor

**WORK EXPERIENCE**

July 2015 Promoter for Dutch Lady and Spritzer

- Set up booths or promotional stands and stock products.

- Demonstrate and provide information on promoted products.

- Distribute product samples, brochures, flyers etc.

April 2013 Sales representative for Hush Puppies at Sungei Wang.

-Serves customers by selling products.

-Meeting customer needs.

- Explain different customizable features.

- Check inventory to ensure product is in stock.

November 2012-April 2013 Dealer at Genting Malaysia Berhad, Pahang

-Handle table games as per established guidelines.

-Understand and follow gaming procedures at all times.

November 2011-Disember 2011 Marketing Assistants at Genting Malaysia Berhad, Pahang

-Supports marketing operations by compiling, formatting, and reporting information and materials

-Communicating directly with clients.

November 2010-Disember 2010 Commis at Genting Malaysia Berhad, Pahang

- Support Chef in the daily and work.

- keeping the kitchen or food service operation clean and orderly.

-Follow the procedures of making and preparing the food.

November 2009-Disember 2009 Waiter at Genting Malaysia Berhad, Pahang

-Suggests food and beverages to be well versed with the menu, method of preparation and accompaniments.

- Collect payments from customers.

- Clean tables or counters after patrons have finished dining.

**EXTRA-CURRUCULAR ACTIVITIES**

2014 Assistant Leader of Bureau Program in 3C event at Universiti Utara Malaysia.

-assist the leader to manage and find the activities needed in the event.

Members of Farmine-30 event organized at Kuala Kubu Bharu.

-assist the leader to control and manage the whole event.

2013 Members of Bureau Program in Mid-Autumn Festival event at DPP YAB.

-assist the leader to prepare the activities and background setting.

**SKILLS AND STRENGTHS**

-Youthful and yet very mature; willing to learn and grow; passionate to the position.

-Proficient in computer skills such as Microsoft Word, Power Point and Excel.

-Word-processing, using databases, spreadsheets, the Internet & email, designing web pages etc.

-Full clean driving licenses (B&D) and my own vehicle.

-Fluent in written and speak-Chinese, Malay, Cantonese, English. Able to speak a little bit of Spanish.

-Has leadership, interpersonal, planning, teamwork and communication abilities.

-Full of ambition, strong desire "to do" something.

**HONOURS AND AWARDS**

Awards of Remaja Perdana Rakan Muda (ARP)-Bronze and Silver

**HOBBIES/INTERESTS**

-Travel and watch movies.

-Explore to the new things.