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|  | Leong Shu Min  28, Jalan Dayang 25/8  Bandar Mahkota Cheras  43200 Cheras, Selangor  011-10687828  leong\_shumin@hotmail.com | | |  |
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| Education | | **Universiti Putra Malaysia** / Faculty of Food Science and Technology / Bachelor Science (Food Service Management) / CGPA 3.675  September 2018 – Present,Seri Kembangan  **Victoria Institution** / Sijil Tinggi Persekolahan Malaysia (STPM) / CGPA 3.17  June 2016 – December 2017,Kuala Lumpur    **SMK Seri Bintang Selatan** / Sijil Pelajaran Malaysia (SPM) / 3A+ 4A 3A-  January 2011 – December 2015,Kuala Lumpur | | |
| Experiences | | **Admin** / DF Realty  April 2018 – August 2018 & July 2020 – September 2020   * Manages the database and ensure no conflicts occur. * Successfully planned and coordinated company events and teamwork activities. * Prepared, proofread and formatted the correspondence. * Processed customer and account source documents by reviewing data for deficiencies.   **Retail Associate** / Uniqlo  December 2017 – March 2017 & June 2019 – July 2019   * Worked passionately in customer service in a high volume store. * Achieved top 3 highest sales store in Malaysia. * Processed shipment and ensure all merchandise are represented on the floor in full size run. * Maintained a high tip average thanks to consistent customer satisfaction. * Achieved sales target consecutively during working period.   **Cashier** / TCE Baby Expo  March 2016   * Ensure accurate amount was received from the customer. * Reconciliation was done at the end of the day and there is no any variances. | | |
| Achievements | | **Tertiary Education**   * President of Victoria Institution Girl’s Club * Committee of Victoria Institution Science & Mathematics Club * Volunteered in Community Project UPM * Secretary of UPM Zhong Hua and Drama Sketch Class * Completed 200 Hours Food Service Training Service in UPM * Worked directly with Director of Human Resource of Pulse Grande Hotel (formerly known as Putrajaya Shangri-La Hotel) to increase knowledge in Human Resource * Developed training plan for employees in Pulse Grande Hotel * Committee for UPM Choir Competition * Awardees for The Duke of Edinburgh’s International Award (Silver) * Developed a website for Piccolo Café, Taman Equine * Completed The Fundamentals of Digital Marketing certificate exam on Google Digital Garage   **High School Education**   * Participant in 1 Malaysia Community Service Mural Project * Volunteered in Shah Alam National Botanical Park * Committee member of Chinese Society and Science & Mathematics Club * Committee in Chinese Society’s Annual Camp | | |
| Key skills & Abilities | | **Skills**  ● ● ● ● ●  ● ● ● ● ●  ● ● ● ● ●  ● ● ● ● ●  ● ● ● ● ●  ● ● ● ● ●  ● ● ● ● ●      Presentation & Public Speaking  Active Listening  Written & Oral Communication  Creativity & Problem Solving  **Languages**  English  Malay  Mandarin  ● ● ● ● ●  ● ● ● ● ●  Cantonese  Spanish | | |