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|  | Leong Shu Min28, Jalan Dayang 25/8 Bandar Mahkota Cheras 43200 Cheras, Selangor011-10687828leong\_shumin@hotmail.com |  |
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| Education  | **Universiti Putra Malaysia** / Faculty of Food Science and Technology / Bachelor Science (Food Service Management) / CGPA 3.675September 2018 – Present,Seri Kembangan**Victoria Institution** / Sijil Tinggi Persekolahan Malaysia (STPM) / CGPA 3.17June 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** / UniqloDecember 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.
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| 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
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| Key skills & Abilities | **Skills**● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ●   Presentation & Public Speaking Active Listening Written & Oral CommunicationCreativity & Problem Solving **Languages**English MalayMandarin● ● ● ● ● ● ● ● ● ● CantoneseSpanish |