Microsoft Excel

English Language

Microsoft PowerPoint

Adobe Illustrator

**Skills**

Malay Language

Phyton

Anthony.tan.@email.com

**Email Address**

Click here

**LinkedIn**

**Mobile Phone**

010 000 0000

No 00, Jalan 00, section 7, Kuala Lumpur

**Home Address**

**Sales Associates, Brilliant Retail**

**June 2015 - Sept’ 2015**

Full scale product promotion, manage cashflow, promotional banner design

**Store Assistant, Uniklo Klothing**

**Jan’ 2017 – Present**

Full scale product promotion, promotional banner design, social media maximization, Lead Promoters

**Experience**

**Julia Brono**

010 000 0000

j.brono@email.com

Manager, Brilliant Retail

**Amirul Hamdan**

010 000 0000

amirulhamdan@uniklo.com

Manager, Uniklo Klothing

**Reference**

- **Led and organized** “Car Boot Sales” program hosted by Business Admin Faculty

- **Led Sales effort** with outstanding profit of RM 220,000 as results

- **Awarded Best Employee of the month** as result of managing and training junior Promoter

- **Best Student Semester Award 2015**

**Achievement**

**About Me**

An energetic, knowledge crave, happy go lucky fresh graduate with vast knowledge in Business Administration. My goal in the workplace is to learn as much as possible, listen and actioning using available tools and resources. Using the knowledge, I will absorb in this role, I will use it to bring in value through my daily tasks.

Diploma in Business Studies, Smith University

**4.00 CGPA, 2013**

Bachelor’s Degree in Business Administration, Smith University

**4.00 CGPA, 2016**

SMK Seksyen 7, Shah Alam,

**6A 2B 1C**

**Education**

**Anthony Tan Kang Xuan**

Malay Language