

Curriculum Vitae

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Personal Statement

As a hardworking and dedicated person, I strive for challenges and will go for the “extra mile” to complete tasks. As an adaptable, communicative and a good listener, I can rapidly build rapport with other individuals. My major interest is in mathematics and I am able to analyse complex data and explain the results to individuals from different background knowledge. Although be able to work on my own initiative, I understand the importance of team work and renowned throughout my studies for making significant contributions to any team projects that I have participated. I am able to fluently communicate in verbal and written medium in English, Mandarin and Cantonese.

Work Experience

Sales Assistant

AMG Sports Retail Nov 2009 - Jan 2011

- Organising duty rota and supervising junior staff in preparation for peak sales periods
- Taking charge of stock control and ensuring optimal level of quantity
- Updating and understand new products on a weekly basis
- Resolving queries and problems from customers that are not satisfied with their purchase
- Reconciling and analysing weekly sales to brief the team regarding products that perform well
- Create a database management system using Excel for stock analysis
- Assist store manager with visual merchandising and product placement throughout the store
- Responsible for reconciling cash with stock sold on a frequent basis

Senkaku School – Group Leader

2008 – 2011 Summer time only

- In charge of 7 students that come from Japan for an English Field Work trip. Duties include teaching and converse with students in English.
- Encourage and motivate the students to speak English confidently
- Take them for a tour around England from traditional English village to the British Museum

Sales Assistant – Panlong Clinic

Jan 09 – Oct 09 (Vacation Only)

- Assisting the director in promotion activities such as providing advice about customer needs, stock control and product placement within the premises
- Promoting and selling spectacles to customers
- Resolving queries from customers
- Providing customer services after sales and responding to complaints that arise

Qualifications

Brunel University 2011-2012

Business Management MA

Key Modules: Strategic Management, Business & Operations, Advanced Management

Brunel University - 2008-2011

Financial Mathematics BSc (2:1)

Key modules: Stochastic Modelling, Financial Markets, Statistical Analysis, Risk Management

Queensmead Technology College - 2001-2008

A levels: Maths (A), Economics (B), Business Studies (B) AS levels: Chinese (B)
11 GCSEs (A*-C) including Maths (A), Science Double Module (AB), English (CC)

Skills and Achievements

- Competent MS Office user: Word, Excel, PowerPoint and Outlook
- Experience in using SPSS statistical program
- Fluent in Cantonese and Mandarin verbally and written form
- Teaching computer skills to the elderly and primary school children

Interests

- Participate in various sports including badminton, ping pong and football
- Treasurer and organiser for my local badminton club
- Playing piano and guitar

Reference available upon request