

## Curriculum Vitae

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### PERSONAL PARTICULAR

Name: Sandy Chuah Ching Yew

Nationality: Malaysian

Marital Status: Single

Gender: Female

Mobile number: 353833807077

Email address: sandyccy93@gmail.com

Residence address: 14 Temple Court, Palatine Square. Arbour Hill, Dublin 7.

### ACADEMIC QUALIFICATION

Present (2017) Msc in Marketing (Dublin Institute of Technology)

2017 International English Language Testing System (IELST) – Band 7

2015 Bachelor of Science (Hons) Biotechnology (Universiti Tunku Abdul Rahman) – CGPA [3.2049]

2013 Malaysia University English Test (MUET) – Band 3

2012 Foundation in Science (Universiti Tunku Abdul Rahman) – CGPA [3.2848]

### EMPLOYMENT

Present – Golden Dragon Takeaway Chinese Restaurant [Cashier]- Responsible to take order from phone for delivery and walk-in customer, collect money and make sure customers get the right order.

2016 – 2017 – AIA Shared Services [Full-time underwriter in Company]- Responsible to evaluate the risk of insurance applications, mainly support in Hong Kong and China policies. Been promoted to Senior Associate Underwriter within less than 1 year. Appointed as one of the deputy team leaders.

2015 – Beauty Wise Enterprise [Part-time Stock Administrator in Company] –Responsible to manage the in and out of the stocks and handle all the paper works regarding the company's sales and human resource.

2010 – Glow Colours and Fragrances [Part-time Promoter in shop] – Responsible to give introduction about the perfumes and to give the best service to the customer in shop.

## INDUSTRIAL TRAINING

1st of October – 31st of December in School of Biological Sciences, Universiti Sains Malaysia, Penang under the supervision of Professor Mohammed Razip Samian.

Final Year Project (Research for ~3 months)

Title: SCREENING FOR THE PRESENCE OF BURKHOLDERIA SPECIES IN THE ENVIRONMENTAL SOIL AND WATER AND THEIR IDENTIFICATION

## EXTRA-CURRICULAR ACTIVITIES

### UTAR

2012 January Trimester: Class Representative

2013-2014: Vice President of Biological Science Society UTAR

2014 August: Participant of “Tips for Self Defense” workshop

2014 June: Assistant Secretary of Biological Science Society BioScience Week Event

2014 June: Assistant Publicity of Biological Science Society TEAM camp

2014 May: President of Faculty of Science Prom Night (Los Regalos)

2014 February: Vice President of Biological Science Interaction Day

2013 May: Assistant Logistic Manager of Biological Science Society Fund Raising Event

2013 February: Participant of “Motivational Programme for Youth” workshop

2013 February: Participant of “Advanced Negotiation” workshop

2013 January: Helper of Biological Science Society Fund Raising Event

2012 July: Participant of UTAR Intervarsity General Science Quiz Competition

2012 July: Participant of 2nd UTAR Perak Campus Run

2012 June: Participant of “A Crash Course in Taking Notes and Making Notes” workshop

### Secondary School (S.M.J.K Heng Ee)

2009-2010 Astronomy club [Committee Member]

2009-2010 Girl Guides Unit Uniform [Vice President]

2008-2009 Girl Guides Unit Uniform [Secretary]

2006-2007 Girl Guides Unit Uniform [Member]

#### LANGUAGE

- Native language Mandarin, able to speak fluent English and conversational Malay

#### PERSONAL CHARACTERISTICS

- Able to work in a team
- Hardworking and willing to learn
- Responsible, self-motivated and self-disciplined
- Able to work under minimal supervision
- A fast learner

#### SKILLS

- Microsoft Word, Microsoft Power Point and Microsoft Excel
- Interpersonal and communication skills
- Leadership skill

References Available Upon Request