

*Gambar  
berukuran  
paspot  
(di ambil  
dikedai  
gambar)*

**JOHN LEE**

1-2-2- Pangsapuri Idam  
Jalan Aman Damai, 10000 Penang  
johnlee@email.com

Handphone No: 010-8765432

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## **PERSONAL PARTICULARS:**

Age	:	24 years	Date of Birth	:	11 January 1981
Nationality	:	Malaysian	Gender	:	Male
Marital Status	:	Single	I/C Number	:	810111-07-0000
Permanent Residence	:	Malaysian			

## **EDUCATION**

### **Universiti Putra Malaysia, Serdang, Selangor, Malaysia**

Bachelor of Computer Science (Hons)

Major : Computer System

CGPA : 3.55

## **WORKING EXPERIENCE**

April – June 2004      **ABC Company, Kuala Lumpur, Malaysia**  
Management Trainee

- Assisted to develop marketing strategies for new product launched in July 2004
- Assisted to analyze market analysis information using computer software Microsoft Excel

April – June 2003      **EFG Bank, Kuala Lumpur, Malaysia**  
Management Associate

- Assisted Customer Service Manager to maintain good customer relations through providing necessary information required by clients
- Wrote documents assigned by Customer Service Manager
- Assisted clients in filling up forms for various banking services

April – June 2002      **XYZ Company, Kuala Lumpur, Malaysia**  
Management Associate

- Conducted surveys in supermarkets for company's consumer analysis
- Conducted Training Need Analysis – determine the type of training needed by the staff, and contacted Motivation/Training companies to send us their quotations and training brochures

## **LEADERSHIP SKILLS**

1998 – 2000	Board of Prefects
1999 – 2000	President, English Language Society
1998 – 1999	Treasurer, English Language Society
1997 – 1988	Team Leader, Debate Club
1997 – 1998	Member, Interact Club

## COMPUTER SKILLS

Java Programming, Oracle Database, Rational CASE Tool, Linux, PHP Programming, Network Programming, Flash Animation, Mobile Application Development (Android, iOS)

## LANGUAGE SKILLS

	<u>Spoken</u>	<u>Written</u>
English	Excellent	Excellent
Bahasa Malaysia	Excellent	Excellent
Mandarin	Fair	Fair
Tamil	Fair	Fair
French	Fair	Fair

## REFERENCES

Dr. Iskandar Ishak  
Industrial Training Coordinator  
Department of Computer Science  
University Putra Malaysia, Serdang, Selangor  
Tel: 03-89471796

**Your Industrial Training  
Coordinator**

Assoc. Prof. Dr. Ali bin Mamat  
Academic Advisor  
Department of Computer Science  
University Putra Malaysia, Serdang, Selangor  
Tel: 03-89471747

**Your Academic Advisor**