

Address: B-12-2, Block B, Pelangi Utama, Jalan Masjid, PJU 6A, 47400 Petaling Jaya.

Education

December 2010 | Foundation in Business and Administration

Scored As in 10 subjects out of 12 including Accounting and Managing People

January 2011 – to date | Degree in Accounting and Finance

I currently have a second upper class qualification (2.1) (at my second year).

Extra-Curricular Activities

2012 – to date: President of [REDACTED] Accounting and Business Club (ABC)

- Organized the Official Launching Ceremony of the Club, more than a 100 people attended
- Organized other community, social and business related events
- Increased the club membership by more than a 100 people
- Co-manage the Facebook Page of the club (150 likes)
- The club was featured twice in local newspapers including TheStar

Work Experience

Community Studio Assistant

October 2011–April 2012

Mosaic Community Studio | Studio assistant (volunteer)

- Provided assistance to the students during their visits to the studio
- Prepared the studio and equipment for any upcoming events

Interpreter

March 2012 – to date

Russian and Central Asian Businessmen Interpreter

- Was an interpreter for Mihas (2012) and IBM Intrade (2012)
- Translated from Russian to English and vice versa
- Assisted in more than 30 meetings during these two events
- Arranged additional meetings for my clients with suppliers based on clients` needs
- Clients were SMEs from Central Asia working in manufacturing, health care, automotive and food industries
- Worked well under pressure and demonstrated good customer relation skills while interpreting

Skills

- Languages (Russian, English)
- Team Player
- Attentive to Details
- Flexible and Patient
- Knowledge of Microsoft Office (Intermediate)

Activities

- Running
- Reading
- Travelling

References: Available upon request

