

YU HONG LIM



PERSONAL

- Name**
YU HONG LIM
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E-2, Taman Muslim 09300 Kuala Ketil Kedah
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WORK EXPERIENCE

- Jan 2020 - Apr 2020 Intern**
St. Regis, Langkawi, Kedah
 - Intern as a house keeper in housekeeping department.
 - Interns as a room attendance in front office department. Mainly responsible for entry customer data and help customer to check in.
- May 2022 - Oct 2022 Intern as a event coordinator**
JWL Resource SDN BHD, Penang
 - Intern as a event coordinator in JWL Resource SDN BHD
 - Resource the material and items that event need.
 - Coordinate the event flow.
- Oct 2022 - Jun 2023 Event Coordinator**
JWL Resource SDN BHD, Penang
 - Assisted in the organization and management of various corporate events to ensure that all requirements and goals were always fully met.
 - Developed and managed budgets, built and maintained relationship with local vendors, and managed logistics.
 - Maintained appearance of the event sites, greeted and directed guests, and resolved any problematic issues.
 - Conducted pre-event and post-event meetings, and executed other tasks as assigned by supervisors.
- Jul 2023 - Present Content Moderator**
Teleperformance, Penang
 - Labeling the data from client.
 - Ensure the labeling had following the policy.
 - Transcribe the word from the video.



EDUCATION AND QUALIFICATIONS

- 2020 - Sep 2023 Bachelor of international hotel and tourism management**
UOW Malaysia KDU University College, Penang



SKILLS

- Vendor Relation** ★★★★★
- Communication** ★★★★★
- Quality Customer Service** ★★★★★
- Problem Solving** ★★★★★