



BEH CHIN YEW

Last position: Hospital porter
Last employer: Pantai Hospital Bayan Baru Penang.

0168498189 | behchinyew@yahoo.com | Pulau Pinang

I want to get an job opportunity where I can make the best of my potential and contribute to the organization's growth. I am also seeking a role in a company where I can contribute my ideas and be mentored towards a successful career to improved my daily livelihood.

Personal Information

Full Name	BEH CHIN YEW
City	Pulau Pinang
Postal Code	10300
State	Pulau Pinang
Date of Birth	1982-06-05
Gender	Male
Email Address	behchinyew@yahoo.com
Mobile Number	0168498189

Work experience

Total Work Experience: 24 Years

Jan 2022 - Dec 2023
(2 years)

Hospital Porter

Employer

Pantai Hospital Bayan Baru Penang.

Position level

Fresh/Entry Level

Related skills

Transfer patients | Transport patient to medical facility |
Transportation methods

Sector

Activities of households as employers of domestic personnel

Job description

Running errands to assist patients. Arranging transportation and assist patients from the car to wheelchair and vice versa. Enabled patients to reach the last mile transportation to the clinics. Provide information about the hospital where the clinics , dining etc.

Jan 2021 - Dec 2021
(1 year)

Auxiliary Police

Employer Jabatan Sukarelawan Malaysia (RELA)
Position level Fresh/Entry Level
Related skills Alarm systems | Carry out security activities with a dog | Check methods | Check official documents | Comply with the principles of self-defence | Conduct airport security screening | Control crowd | Criminal law | Deal with aggressive behaviour | Detain offenders | Document security incidents in the store | Ensure accurate screening of luggage in aerodromes | Ensure compliance with types of weapons | Ensure hotel security | Security in commercial buildings | Security in industrial buildings
Sector Security and investigation activities
Job description RELA members help security forces and authorities with tasks such as controlling traffic.

Jan 2012 - Dec 2020
(9 years)

Administrative Assistant

Employer Ivan Lew Architects Sdn Bhd
Position level Junior Executive
Related skills Accounting techniques | Deliver correspondence | Disseminate general corporate information | Ensure proper document management | File documents | Fill out forms
Sector Libraries, archives, museums and other cultural activities | Office administrative, office support and other business support activities
Job description Carry out administrative duties such as filing, typing, copying, binding, scanning, etc.

Jan 2010 - Dec 2011
(2 years)

Waiter/waitress

Employer Bali Hai Seafood Restaurant
Position level Fresh/Entry Level
Related skills Advise guests on menus for special events | Alcoholic beverage products | Arrange tables | Assist VIP guests | Assist clients with special needs | Assist customers | Attend to detail regarding food and beverages | Check dining room cleanliness | Clean surfaces | Comply with food safety and hygiene | Dietary regimes | Food and beverages on the menu | Identify customer's needs | Local area tourism industry | Maintain customer service | Maintain personal hygiene standards | Maintain relationship with customers | Measure customer feedback | Prepare alcoholic beverages | Prepare hot drinks | Prepare the restaurant for service | Present menus | Process payments | Serve beverages | Serve food in table service | Serve wines | Supervise food quality | Take food and beverage orders from customers | Take payments for bills | Welcome restaurant guests | Work in a hospitality team
Sector Food and beverage service activities
Job description welcoming and seating guests, taking guest orders, communicating them effectively to the kitchen and in addition, memorizing the menu and offering recommendations to upsell appetizers, desserts, or drinks.

Jan 2009 - Dec 2009
(1 year)

Office Clerk

Employer Penang Development Corporation
Position level Fresh/Entry Level
Related skills ABBYY FineReader | Apply information security policies | Apply organisational techniques | Apply statistical analysis techniques |

Data models | Data storage | Database | Documentation types | Establish data processes | Implement data quality processes | Implement data warehousing techniques | Information confidentiality | LDAP | LINQ | MDX | Maintain data entry requirements | Manage ICT data classification | Manage data | Manage data collection systems | N1QL | Normalise data | OmniPage | Optical character recognition software | Perform data cleansing | Process data | Query languages | Resource description framework query language | SPARQL | XQuery

Sector Services to buildings and landscape activities | Construction of buildings

Job description My job is mainly engaged in performing general, clerical duties including mail sorting, filing, postage account recording, preparation of invoices, keeping stock records, purchase day books, petty cash books, writing out receipts and issue of stationary

Jan 2006 - Dec 2008
(3 years)

Receptionist

Employer City Bayview Hotel Penang

Position level Fresh/Entry Level

Related skills Accounting techniques | Adhere to organisational guidelines | Administer appointments | Communicate by telephone | Communicate verbal instructions | Communicate with customers | Greet guests | Handle customer complaints | Hotel operations

Sector Accommodation | Activities of households as employers of domestic personnel

Job description Answer and direct all phone calls, greet all hotel guests,manage organized office area.

Jan 2005 - Dec 2005
(1 year)

Laundromat Attendant

Employer City Bayview Hotel Penang

Position level Fresh/Entry Level

Related skills Assist customers | Cleaning techniques | Collect items for laundry service | Handle linen in stock | Oversee guest laundry service

Sector Accommodation | Activities of households as employers of domestic personnel

Job description wash, dry, and fold personal items and hotel linens.

Jan 2000 - Dec 2004
(5 years)

Receptionist

Employer Hotel Golden City, Lorong Kinta, Penang

Position level Fresh/Entry Level

Related skills Accounting techniques | Adhere to organisational guidelines | Communicate by telephone | Communicate with customers | Customer service | Deliver correspondence | File documents | Greet guests | Handle customer complaints | Handle mail | Handle petty cash | Keep personal administration | Use microsoft office

Sector Accommodation | Activities of households as employers of domestic personnel | Human health activities

Job description manage the front desk, welcoming guests, directing inquiries, and maintaining a organized area.

Professional Certification

Sijil Pelajaran Malaysia (SPM)

Feb 2021	Allergy Awareness (CPD certified & IOSH approved) HRD Corp - Human Resource Development Corporation
Feb 2021	AN EFFECTIVE LEADER'S GUIDE TO TIME MANAGEMENT HRD Corp - Human Resource Development Corporation
Feb 2021	OFFICE SAFETY - INTERNATIONAL HRD Corp - Human Resource Development Corporation
Feb 2021	CODE OF CONDUCT HRD Corp - Human Resource Development Corporation
Feb 2021	EMOTIONAL INTELLIGENCE HRD Corp - Human Resource Development Corporation
Feb 2021	WORKPLACE VIOLENCE PREVENTION - GLOBAL HRD Corp - Human Resource Development Corporation
Apr 2021	RETURNING TO WORK DURING THE CORONAVIRUS PANDEMIC... HRD Corp - Human Resource Development Corporation
Jun 2021	CONTROLLING CONFLICT, STRESS, AND TIME IN A CUSTOM HRD Corp - Human Resource Development Corporation
Jun 2021	MENTAL HEALTH 101 AND EMOTIONAL FIRST AID COURSE HRD Corp - Human Resource Development Corporation
Feb 2022	Learn Chinese Mandarin HRD Corp - Human Resource Development Corporation

Education

Jan 1989 - Dec 1999 (11 years)	SPM / O Level / SKM Level 1 / SKM Level 2 / SKM Level 3 or Equivalent S.M.K.St. Xavier ,Lebuh Farquhar,Georgetown, Penang. Graduated No
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Other Skills

Languages

Language	Reading	Speaking	Writing
English	Advanced	Advanced	Advanced
Bahasa Malaysia	Intermediate	Intermediate	Intermediate

Driver's License

B2 | D

Skills

ABBYY FineReader | Accounting techniques | Adhere to organisational guidelines | Administer appointments | Advise guests on menus for special events | Alarm systems | Alcoholic beverage products | Apply information security policies | Apply organisational techniques | Apply statistical analysis techniques | Arrange tables | Assist VIP guests | Assist clients with special needs | Assist customers | Attend to detail regarding food and beverages | Carry out security activities with a dog | Check dining room cleanliness | Check information on prescriptions | Check methods | Check official documents | Clean surfaces | Cleaning techniques | Collect items for laundry service | Communicate by telephone | Communicate verbal instructions | Communicate with customers | Company policies | Comply with food safety and hygiene | Comply with legislation related to health care | Comply with the principles of self-defence | Conduct airport security screening | Control crowd | Criminal law | Customer service | Data models | Data storage | Database | Deal with aggressive behaviour | Deal with emergency care situations | Deliver correspondence | Detain offenders | Dietary regimes | Disseminate general corporate information | Disseminate messages to people | Document security incidents in the store | Documentation types | Draft corporate emails | Ensure accurate screening of luggage in aerodromes | Ensure compliance with types of weapons | Ensure hotel security | Ensure proper document management | Establish data processes | Facilitate access to information | File documents | Fill out forms | Follow control of substances hazardous to health procedures | Food and beverages on the menu | Greet guests | Handle customer complaints | Handle linen in stock | Handle mail | Handle petty cash | Hotel operations | Identify customer's needs | Implement data quality processes | Implement data warehousing techniques | Information confidentiality | Keep personal administration | Keep task records | LDAP | LINQ | Local area tourism industry | MDX | Maintain customer service | Maintain data entry requirements | Maintain personal hygiene standards | Maintain relationship with customers | Maintain statutory books | Manage ICT data classification | Manage data | Manage data collection systems | Manage the logistics of medicinal products | Measure customer feedback | Microsoft Word | N1QL | Normalise data | OmniPage | Optical character recognition software | Oversee guest laundry service | Perform data cleansing | Prepare alcoholic beverages | Prepare hot drinks | Prepare the restaurant for service | Present menus | Process data | Process payments | Promote inclusion | Query languages | Resource description framework query language | SPARQL | Security in commercial buildings | Security in industrial buildings | Serve beverages | Serve food in table service | Serve wines | Supervise food quality | Take food and beverage orders from customers | Take payments for bills | Take pharmaceutical inventory | Transfer patients | Transport patient to medical facility | Transportation methods | Use microsoft office | Welcome restaurant guests | Work in a hospitality team | XQuery