



# YONG RONG TOH

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## Work Experience

02/2018 – 08/2018

Penang, Malaysia

### Account Assistant

**NJB Management Services Sdn Bhd**

- ♣ Key-in data for revenue and expenses accounts
- ♣ Collect and arrange documents for audit purposes

12/2017 – 01/2018

Penang, Malaysia

### Audit and Tax Assistant

**NJB Management Services Sdn Bhd**

- ♣ Audited small companies' accounts (mainly focus on revenue and expenses accounts)

## Education

09/2018 – Present

Penang, Malaysia

### Bachelor of Accounting

**Universiti Sains Malaysia**

CGPA: 3.50

Clubs and Societies: Sekreteriat Kebudayaan dan Kesenian Tionghua, USM Sekreteriat Orkestra Cina

05/2016 – 12/2017

Penang, Malaysia

### Accounting

**SMJK Heng Ee**

CGPA: 3.92

MUET: Band 4

Activities: Chinese Orchestra, Sixth Form Society, Kelab Kerjaya

## Skills

### - LANGUAGES

English  
●●●●○

Chinese  
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Malay  
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### - COMPUTER SKILLS

Microsoft Office 2016  
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UBS Accounting  
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### - LIFE SKILLS

Analytical Skills  
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Communication Skills  
●●●●○

Multitasking  
●●●○○

Problem-Solving  
●●●●○

Teamwork  
●●●●●

Time Management  
●●●●●

Leadership Skills  
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## Achievements

1. Sectional Instrument Leader for 2019/2020 – USM Sekreteriat Orkestra Cina
2. Assistant Head of Department – Chinese New Year Gala Celebration 2020
3. Executive Member 2020/2021 – Sekreteriat Kebudayaan dan Kesenian Tionghua
4. Assistant Head of Department – Program City Wanderer Penang 2019
5. Sectional Instrument Committee – Chinese Orchestra Concert 2019
6. Member of Committee – USM Mid-Autumn Festival 2019
7. Member of Committee – Accounting Professional Avenue 2019



## Awards

09/2018

**Provisional Award of 2018 Penang Future Foundation Scholarship**

**Penang Future Foundation**

02/2019

**Dean List 2019/2020 (Semester 1)**

**School of Management, USM**

08/2020

**Dean List 2020/2021 (Semester 2)**

**School of Management, USM**



## Publications

06/2020

**World Research in Transportation, Hospitality and Travel Industry**

**Association of International Business & Professional Management**

<http://www.ejournal.aibpm.org/index.php/IJTHAP/article/view/819>

Publication of an article: A Study on Growing Trends, Customer Expectations and Perceptions towards Services

Provided by OYO



## References

04-2285388, 012-4733499

**Ms. Lee**

**NJB Management Services Sdn Bhd**

012-4589675

**Mr. Yeoh**

**YCS & Co.**