



Ivy Lim



1<sup>st</sup> July 1998



D-05-07, Pangsapuri Seroja



+60 11 2515 1092

Jalan Indah 3, Taman Puchong



ivyylim398@gmail.com

Indah, 47150 Puchong, Selangor



## Career Objective

I am seeking in any position of a reputed airline industry where I could shoulder the job responsibilities in the professional environment and fully use my skills for the success of the organization.



## Education Background

### DIPLOMA IN INFORMATION TECHNOLOGY OF NETWORKING

#### Politeknik Kuching Sarawak

Location: Politeknik Kuching Sarawak KM22, Jalan Matang, 93050 Kuching, Sarawak

Graduated: 2020

### Sijil Pelajaran Malaysia (SPM)

#### Sekolah Menengah Kebangsaan Matang Jaya

Location: SMK Matang Jaya, Taman Matang Jaya, Jalan Matang, 93050 Kuching, Sarawak.

Year: 2015



## Non Education

### Certificate of Attendance in Basic Cabin Crew and Customer Services

#### MEATECH Technical Training Centre

Location: No.1 & No.3, Jalan UTL 4, Bandar University Technology Lagenda, 71700 Mantin, Negeri Sembilan Darul Khusus.

Year: 23<sup>rd</sup> February 2023

List of module:

- Introduction to Airlines Industry
- Soft Skills Training
- Grooming and Deportment
- Pre-Flight Crew Preparation
- Boarding Gate and in-Flight Service Announcement
- In-Flight Services
- Passenger Handling
- Mishandle Baggage
- TOIEC Workshop
- Baggage Handling
- Introduction of Air Cargo
- Ergonomic



## Work Experiences

### Stock Audit Clerk

#### EMART SARAWAK SDN BHD

Location: Lot 9808, Section 65 KTLD, Lee Ling Commercial Centre, 4<sup>th</sup> Mile, Jalan Matang, Petra Jaya, 93050 Kuching, Sarawak

Year: 2019 - 2022

Responsible for:

- Handling documents filing, processes and approves invoices for suppliers payment.
- Provide services to customers that need help during rush hour at the supermarket.

Achievement:

- Earn Perfect Attendance Award for 3 month in a row.
- Earn Changer of the Month Award from Emart Sarawak Sdn Bhd
- Hit and exceeded department KPIs by 20% for 5 months in a row.



## Skills and Strength

- Friendly and Helpful
- Customer Focused
- Decision-making
- Team player
- Patient



## Language Proficiency

- Malay : Excellent in Speaking and Writing
- English: Good in Speaking and Writing

## References

**Mr. Mohd Feroz Bin Mohd Kasim**

**Senior Instructor**

MEATECH Technical Training Centre, Mantin, Negeri Sembilan

Phone Number: +6011 1121 3150

Email Address: feroz@meatech.edu.my

**Sia Ai Chuo**

**Senior MIS Executive**

Emart Sarawak Sdn Bhd, Jalan Matang, Petra Jaya, 93050 Kuching, Sarawak

Phone Number: +60 12 884 1177

Email Address: aichuo.sia@emart.my