






LAU QI WEN

24, Jln Emas 1, Tmn Emas, 83000 BP 

(+60) 17-3716118 

lauqiwen6118@gmail.com 



OBJECTIVE

I am keen to build upon my knowledge and continue learn new skills to advance my career.
Available immediately.



EDUCATION

Bachelor of Public Relations (Honours) | Tunku Abdul Rahman University College

MAY 2015 – MAY 2017

Diploma in Mass Communication (Public Relations) | Tunka Abdul Rahman University College

MAY 2013 – APRIL 2015



EXPERIENCE

Personal Assistant | Bina Jaya Ventures Sdn. Bhd.

APR 2019 – JUN 2021

- Acting as the point of contact between the director and colleagues.
- Screening phone calls, enquiries and requests, and handling them when appropriate.
- Communicating and coordinating with departments, partners and suppliers.
- Meeting and greeting visitors.
- Booking flight and accommodation, and occasionally travelling with director.
- Taking notes and writing minutes during meetings.
- maintaining office systems, including data management and filing.
- Handling director petty cash.
- Replying email on behalf of director.
- Carrying out background research and presenting findings to director.
- Producing documents, reports and presentations.
- Organizing and attending meetings and ensuring the director is well prepared for meetings.
- Liaising with clients, suppliers and colleagues.
- Conducting or preparing any research that the director may require.
- Various ad hoc requests.

Sales Executive | Singapore Telecommunications Limited

DEC 2017 – FEB 2019

- Introduce the different price plans and valued-added services according to customers' needs
- Achieve sales target
- Follow up and process customers' order
- Communicate and coordinate with other departments

Part Time Promoter | RHB Bank

FEB 2017

- Promote and create awareness among existing bank customers to change old version of debit card to new pay wave design
- Persuade customers to change the debit card
- Assist staffs and customers to fill in forms if needed

Consumer Communication Group (Event Team) | Media Prima Berhad

FEB 2016 – MAY 2016 (INTERNSHIP)

- Proposal writing, production schedule, itinerary and checklist writing
- Venue set up
- Prepare event props
- In charge of on-ground activations (pull crowd, crowd control)
- Coordinate and communicate with coordinators and participants
- Mainstage and backstage runner

Admin Clerk | Kim Huat Electric Enterprise

DEC 2012 – APRIL 2013 (TEMPORARY FULLTIME)

- Handle clerical work and filing
- Promote products to customer
- Maintain inventory and ensure items are in stock



LANGUAGES & SKILLS

- Languages:
Written - English (Good), Chinese (Fluent), Malay (Intermediate)
Spoken - English (Good), Chinese (Fluent), Malay (Intermediate), Hokkien (Good)
- Skills: MS Word, MS Excel, MS PowerPoint, MS Publisher, Movie Maker



ACTIVITIES

Helper of ntv7 Golden Awards 2017 | Media Prima Berhad

- VIP usherette, leading guests to seat
- Crowd control during live show

Member of Stage and Programming Department, ORIKAMI TAR UC 2017 | Tunku Abdul Rahman University College (Course project)

- Potential performers and performance searching
- Manage program flow
- Prepare event props
- Coordinate with internal and external parties
- Mainstage and backstage runner

Member of Sales Department, Boots for Fund (Fundraising Event) | Tunku Abdul Rahman University College (Course project)

- Introduce purpose of event to public
- Promote products to public
- Give suggestions and responds to customers when required
- Observe customers' needs and wants in order to make improvement to increase the sales

Member of Promotion & Marketing Department, Children's Welfare Protection – Our Responsibility (Charity Project) | Tunku Abdul Rahman University College (Course project)

- Create strategies and tactics
- Prepare and design promotional equipment
- Promote the project to get more customers' support