

Xin Jen Tong

Visa: Temporary Graduate Visa (485) [Expiry 14 Aug 2022]

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PERSONAL SUMMARY

Fresh graduate who studied property & valuation from RMIT University and has a strong interest in the property field with 2 years experience in retail related jobs. Experience in leadership roles and also a team player with the mindset of being a self starter. Challenges are always welcomed as problem solving skills were developed. Worked hard in improving and achieving high customer satisfaction.

EDUCATION

RMIT University, Melbourne CBD — Bachelor of Applied Science (Property & Valuation)
(Honours)

Honours 2A & CGPA : 3.1

July 2016 - June 2020.

Achievements: Various valuation methods, research skills, market analysis, cash flow analysis, economics and basic property law.

EXPERIENCE

Oriental Merchant, Crown Riverside, Melbourne — Event Promoter

Sept 2019

Achievements:

- Successfully attracted patrons to the stall.
- Ability to introduce products and merchandise to patrons with zero knowledge.
- Manage and run allocated posts in designated areas.
- Achieved sales target.
- Multi-tasking & team cooperation.
- Solved unforeseen issues when arised.

Nene Chicken, Chadstone Shopping Centre — Senior BOH Crew

Mar-Sep 2019 / Jan 2021- Present

Achievements:

- BOH operations (Food prep, operate fryer, etc).
- Multi-tasking while operating the whole kitchen alone.
- Assisted in employee development, training and conducting performance reviews.
- Adapt to a fast-paced working environment with high pressure(upto 300 orders daily).

- Problem solving and resolving complaints to achieve higher customer satisfaction.
- Ordering inventories, routine stock check and storage of inventories.

Yenom Sdn Bhd, Malaysia — Site Intern (Construction)

May- June 2016

Achievements:

- Communicate and interact with workers and clients to achieve better results.
- Study site plan & drawings for better understanding of the project.
- Organizing traffic during arrivals of containers and trucks.
- Quality check for all individual units during/after construction.
- Understanding construction processes by observing and recording works.

SKILLS & STRENGTHS

- Valuation Methods
 - DCF, Direct Comparison, Cost Approach.
- Market Analysis & Research
 - Market Forecast and Research to determine feasibility and trend.
- Microsoft Office
 - PowerPoint, Excel, Word, Teams, Outlook.
- Basic Accounting
 - Profit & Loss statements, Balance Sheet & Basic Financial Ratios.
- Communication Skills
 - Multi-lingual.
 - Customer interaction & product explanation.
- Team Player & Cooperative
 - Contribute and cooperate with team members to achieve the ultimate outcome.
 - Unafraid to ask questions and confident in voicing out my perspective.
- Ability to Multitask
 - Time management to achieve multiple goals.
 - Deal with different problems at the same time and try to minimise errors.
- Goal oriented
 - Achieve team and personal goals.
 - Work hard to hit achievable targets.
- Self motivated & willing to learn
 - Accepting the challenge to learn new things and learning from mistakes.
 - Find motivation to complete tasks and assignments before due dates with minimised errors.

- Adaptability
 - Learn to adapt to the new working environment and team.

LANGUAGE PROFICIENCY

English - ★★★★★

Mandarin - ★★★★★

Cantonese - ★★★★★

Malay - ★★★★★