

FOUSUL HIDTHAYA D/O KAMALUDIN

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EDUCATION

Institute		From	Till
Nanyang Polytechnic	Diploma in Food Science and Nutrition	April 2014	September 2017
Outram Secondary School	O levels	January 2010	December 2013
Stamford Primary School	Primary School Leaving Examination (PSLE)	January 2004	December 2009

EXPERIENCE

SINGTEL TELECOMMUNICATIONS

NOVEMBER 2013 – FEBRUARY 2014

ADMIN ASSISTANT

- Liaise with customers and contractors to create a common schedule to patch out contractors for wiring work
- Keep daily and monthly record of visits by contractors with headquarters
- Handle phone calls, emails and schedule meetings for supervisor as schedule allocated.

KIDS VENTURES

SEPTEMBER 2014 – OCTOBER 2014

MARCH 2015 – APRIL 2015

SEPTEMBER 2015 – OCTOBER 2015

MARCH 2016 – APRIL 2016

PRESCHOOL ASSISTANT TUTOR

- Teach basic skills such as color, shape, number and letter recognition, personal hygiene, and social skills.
- Read books to entire classes or to small groups.
- Serve meals and snacks in accordance with nutritional guidelines.
- Arrange indoor and outdoor space to facilitate creative play, motor-skill activities, and safety.

HEALTH PROMOTION BOARD

DECEMBER 2016 – FEBRUARY 2017 (INTERN)

ADMIN ASSISTANT (NUTRITIONIST)

- Provide help for 2 supervisors with an upcoming Healthier Choice Program.
- Analyze recipes and provide nutritional breakdown. (Nutritional Analysis)
- Differentiate the healthier choice product from the stock. (Nutritional Analysis)
- Sent out healthy campaigns with follows the nutritional guidelines to promote healthy lifestyle.

PINES FOOD DELIGHT PTE LTD

NOVEMBER 2017 – CURRENT

SALES EXECUTIVE / ADMIN ASSISTANT

- Maintain monthly sales order through liaising with customer over phone and email.
- Assist the kitchen to comply with food safety and hygiene standards.
- Provide quality control for the goods received from time to time.
- Drafted several letters on behalf of company to Vital and customers.
- Assisted to tender for several tenders.

SKILLS

Interpersonal

- Confident and skilled in managing and leading a small sales team and getting the best from them
- Sales and customer service experience

Personal management

- Initiative and ability to take responsibility, make decisions and achieve good results shown in current work
- Planning, organizing and time management demonstrated in project management and quoting for tenders

Communication

- Strong level of verbal and written communication skills, demonstrated in employment.
- Able to speak out in front of an audience in a presentation or face-to-face setting with clarity and confidence.

Practical

- Administrative skills and experience developed in employment
- Proficient with MS Word, Excel, and PowerPoint

ACTIVITIES

1. Represented Outram Secondary School in an Annual Mock Parliament Debates in 2011.
2. Actively took part in the following camps and activities during my tertiary life in Nanyang Polytechnic:
 - SCL Annual Recruitment Camp 2014 (Camper)
 - SCL Leadership Training Camp 2015 (Camper)
 - SCL Orientation Group Leader Training Camp 2015 (Camper)
 - Nanyang Polytechnic Open House (2016 and 2017)
 - Duties at this event include promoting NYP, provide basic counselling to students on issues regarding further studies, and attending to enquiries.
 - Orientation Group Leader for Freshman Orientation 2015
 - Duties at this event include bringing the students around NYP and also guiding them throughout the event planned out for them for 2 days.
 - SCL Annual Recruitment Camp 2014 (Trainer)
 - SCL Leadership Training Camp 2015 (Trainer)
3. Volunteered at KKH and a few secondary schools during my tertiary life in Nanyang polytechnic for events.

REFERENCE

Ms Diana Aziz

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Ms Chris Tan

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Ms Lin Liang

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