

EXPERIENCE

COMPANY NAME SDN BHD – Location

Position Title

Month, Year – Present

- **Here are some key tips for writing job responsibilities in your CV**
- **Be Specific and Focused**
- Clearly describe your role and the tasks you performed. Avoid being vague. Instead of saying "Responsible for managing a team," say "Led a team of 10 to deliver projects on time and under budget."
- **Quantify Achievements**
- Whenever possible, add numbers to quantify your impact. For example, "Increased sales by 20% within six months" or "Managed a budget of \$500,000."
- **Highlight Key Skills**
- Include important skills or tools you used in your role, especially if they align with the job you are applying for. For example, "Utilized Google Analytics to analyze marketing campaign performance."
- **Focus on Outcomes and Impact**
- Emphasize the results of your work, not just the tasks. Highlight how your responsibilities contributed to the overall success of the organization, such as "Improved customer satisfaction by 30% through effective team management."
- **Tailor Responsibilities to the Job**
- Customize your job responsibilities for each position you apply for, aligning them with the job description. Highlight experiences most relevant to the position.
- **Be Concise**
- Use clear, concise language to avoid overwhelming the reader with excessive detail. Focus on the most significant tasks and accomplishments that showcase your value.
- **Use Bullet Points**
- Use bullet points for clarity and easy readability. Keep each point brief (one or two lines) to ensure the hiring manager can quickly scan your CV.
- **Show Leadership and Initiative**
- If applicable, highlight leadership roles or instances where you showed initiative, such as "Mentored junior staff" or "Proactively identified process improvements."
- **Avoid Generic Phrases**
- Steer clear of overused or generic phrases like "Responsible for" or "Duties included." Instead, be specific about your actions and accomplishments.

COMPANY NAME SDN BHD – Kuala Lumpur, MY

Associate Product Manager

Apr 2013 – Jun 2015

- Spearheaded a major pricing restructure by redirecting focus on consumer willingness to pay instead of product cost; implemented a three-tiered pricing model which increased average sale 35% and margin 12%
- Promoted within 12 months due to strong performance and organizational impact (1 year ahead of schedule)
- Identified steps to reduce return rates by 10% resulting in an eventual \$75k cost savings
- Overhauled the obsolete legacy source code of two production applications, resulting in increased usability and reduced run time performance by 50%

COMPANY NAME SDN BHD – New York, USA

Analyst

June 2011 – May 2013

- Analyzed data from 25000 monthly active users and used outputs to guide marketing and product strategies; increased app engagement time by 2x, 30% decrease in drop off rate, and 3x shares on social media
- Spearheaded redevelopment of internal tracking system in use by 125 employees, resulting in 20+ new features, reduction of 20% in save/load time and 15% operation time

EDUCATION

UNIVERSITY NAME – Location

May 2011

Bachelor of XXX; Cumulative GPA: 3.8/4.0 [GPA optional]

Dean's List (2010, 2011), Award, Scholarship etc.

ADDITIONAL

Technical: SQL, PHP, JavaScript, HTML/CSS, MATLAB, Python [NB: Add keywords from job description]

Languages: Fluent in English, Bahasa Malaysia, Arabic, Mandarin, Tamil.

Certifications & Training: Certified Scrum Master, Machine Learning Certificate (MIT OpenCourseWare)