

CHAI KAR MUN (CARMEN)

Personal Details

Date of Birth : 5th October 1991
Email : carmenchai_91@hotmail.com
Contact (HP) : +65-98832009
Nationality : Malaysian
Current address : 43 Tanglin Halt Road #07-231 S142043
Singapore.

Date of availability : One month notice
Last Drawn Salary : \$2,400
Expected Salary : \$2,700



Quick learner, self-motivated, team player, out-going, responds quickly to challenges with mobility and flexibility

Working Experience

Organization : **Te Deum Engineering Pte Ltd**
Position : Accounts Executive
Duration : 17/03/2015 till present
Key Responsibilities :

- Handling full set accounts including monthly bank reconciliation, month end and year end closing.
- Monitoring debtors payment patterns and collections
- Preparing bank documents (letter of credit, invoice financing & etc)
- Monitoring cash flows

Achievements : 1) Best Performance Award 2015
2) Best Commitment Award 2016
Reason For Leaving : Looking for better opportunities and wish to get more exposure.

Organization : **Metropolitan Utilites Corporation Sdn Bhd**
Position : Finance Trainee
Duration : 2014 (July – Oct) - Internship
Key Responsibilities :

- Compute company Banking Ratios
- Prepare cash flows projections
- Assist internal auditor in employees' wages audit
- Support accounting operations by performing accounting assignments in maintaining fixed assets.

Reason For Leaving : End of Internship Programme

Organization : **Eastern Decorator Sdn Bhd (HQ)**
Position : Admin Trainee
Duration : 2013 (July – August) – Sem Break
Key Responsibilities :

- Data management, including data entry and filling
- Dealing with incoming email, faxes and post.
- Producing documents, briefing papers, report.
- Other ad hoc duties/ tasks assigned from time to time.

Reason for Leaving : Continued to study

Professional Skills

- Proficient in 4 languages, both written and spoken (English, Mandarin, Cantonese, Bahasa Malaysia)
- Proficient in Microsoft Office Suite (MS Word, MS Excel, MS Power point)
- Proficient in AutoCount Software

Education

Bachelor's Degree (2011-2014)

Institute/University : Northern University of Malaysia (UUM) (Major in Finance)

CGPA : 3.56/ 4.00

Honors & Awards

- Dean's Award of Faculty of Finance & Banking (UUM)
 - Semester 2 2011/2012
 - Semester 1 2012/2013
 - Semester 1 2013/2014
 - Semester 2 2013/2014

STPM (2009-2010)

Institute/University : SMK Methodist (ACS), Ipoh

CGPA : 3.08/ 4.00

B+ in Economics,

B in Accounting, Business Studies and General Science

SPM (2000-2004)

Institute/University : SMJK Poi Lam, Ipoh

CGPA : 2A in Accounting and Mathematics

Honors & Awards

- Top 10 students in Art class
- Champion of State Traditional Dance Competition in 2007
- Second Runner-up of INTI I-Challenge out of 100 teams in 2008

Co-Curricular Activities

University-Level (UUM):

- Ex-Officio, Let's Be Healthy, 2013
- Director, Let's Be Healthy, 2012
- Director, BSN 1Malaysia Chinese New Year Festival, 2013
- Treasurer, Lantern Night Festival, 2012

Pre-U Level

- Participant in Biggest Logo Made of Recycle Cans, The Malaysia Book of Records in 2009
- DHOC of Filing Committee of Board of Student Librarian, 2009-2010
- President of Buddhist Club, 2009-2010

Secondary-level:

- Form Representative of Dance Club, 2005-2006
- Form Representative of Choir Club , 2005-2006
- Member of School Cooperative. 2005-2006
- Member of Leo Club, 2005-2006, 2006-2007
- Assistant Secretary of Dance Club, 2006-2007
- Assistant Secretary of Choir Club, 2006-2007
- President of Dance Club, 2007-2008
- President of Choir Club, 2007-2008
- Vice President of Leo Club, 2007-2008
- Member of School Cooperative, 2007-2008

Referees**Mr.Chen Ming Liang (Alwin)**

Relationship : Managing Director
Organization : Metropolitan Utilities Corporation Sdn.Bhd
Address : B-4-03, 4th Floor, No 42, Persiaran Greentown 1, Greentwon
Business Centre, 30450 Ipoh, Perak Darul Ridzuan
Contact No : +605-2535133 / 2535134
Email add : alwin@muc.com.my

Ms. Yeow Lai Peng

Relationship : Director's Personal Assistant
Organization : Eastern Decorator Sdn Bhd
Address : Lot, 55992, Batu 5 Off Jalan Tunku Abdul Rahman, 31200, Ipoh,
Perak.
Contact No : +6012-5396400
Email add : laipeng@eadeco.com.my