

Contact

www.linkedin.com/in/jessica-yaw-a9500b161 (LinkedIn)

Top Skills

Teaching
Customer Service
Microsoft Excel

Jessica Yaw

Facebook admin cum personal assistant at Haler International
Sungai Buloh

Summary

Experienced working with different age level such as young kids in kindergarten, primary and secondary schools, adults and elders in teaching industry and corporate helps me to communicate better around.

Equip with the ability to trace, organize and arrange, filing and documentation, presentation skills and also able to work in group to cooperate. Have related advantage as in working experiences and individual presenting.

Experience

Haler International
Facebook admin cum personal assistant
October 2019 - Present (2 years 3 months)
Bandar Sunway

Personal Tuition
Private Tutor
January 2012 - Present (10 years)

Progressive Computer Systems Sdn Bhd
Admin and Receptionist
January 2019 - March 2019 (3 months)
Damansara Uptown Malaysia
Worked as replacement administration for temporary initial personnel transfer

Alpro Pharmacy Sdn Bhd
Assistant Accountant
November 2014 - January 2015 (3 months)
Bandar Utama

Term assistant needed as to close the company and branches account
1 Details checking, tracking and data key in
2 Transactions dealings and organizing

3 Documents filing and related flow monitoring

Jen Music Studio

Admin and Receptionist

November 2012 - February 2013 (4 months)

Bukit Rahman Putra, Selangor

Term admin needed as to solve stock counting and tracking

1 Stock counting and tracking

2 Stock organizing

3 Students fees payment and attendance related progress

4 Inquiries related to music studios classes

Education

Tunku Abdul Rahman University College

Bachelor of Banking and Finance , Bussiness, Banking, Finance and Investment · (2015 - 2019)

Sekolah Menengah Kebangsaan Bandar Utama Damansara

Pure Science · (2013 - 2014)

SKK Sekolah Menengah Kebangsaan Bandar Utama Damansara (3)

SPM · (2008 - 2012)