**RESUME**

**PERSONAL DETAILS**

Name: Wong Sui Leng

Gender: Female

Age: 25

Date of birth: 30/07/1992

Address: 4-122, JalanUdangGalah,Taman Sri Segambut,52000 Kuala Lumpur

Mobile: 012-7946047(H/P) 03-62415865(H)

Email: suileng\_wong@hotmail.com

**ACADEMIC ACHIEVEMENTS**

**TUNKU ABDUL RAHMAN UNIVERSITY COLLEGE**

Programme: Bachelor of Finance& Investment (Honours)

Faculty of Accountancy, Finance & Business

CGPA: 3.1803

Graduation date: October 2015

**TUNKU ABDUL RAHMAN UNIVERSITY COLLEGE**

Programme: Diploma in Business Studies (Finance & investment),

School of Business Studies

CGPA: 3.2664

Graduation date: September 2013

**SECONDARY SCHOOL**

Name of school: SMK MENJALARA KUALA LUMPUR

Result of SPM: 1A+, 2A-, 1B+, 3B, 1C+, 2D

**LANGUAGE ABILITIES**

Able to speak and write in English, Chinese and Malay.

**INTEREST**

Reading, listening to music, singing and travelling.

**COMPUTER SKILLS**

Proficient in use of Microsoft Word and Microsoft Power Point.

Have Part Knowledgeon Account Payable Auto Count Accounting System.

**WORK EXPERIENCE**

1. Company Name: Kini Murni Development Sdn Bhd

Job Position: Account & Admin Executive

Industry: Finance & Accounting

Salary: RM2, 600

Date Joined: 6 February 2017 Date Left: 30 August 2017

**Work Description:**

-Assist in daily accounting entries.

- Data entry and accounting functions of company which include AP, AR, cash book, GL and fixed assets.

-Preparation of timely and accurate documents, reports, presentations and financial statements.

-Submission of monthly accounts analysis and accounting reports like debtors & creditors ageing report, statement of account & etc.

-Support and liaise with debtors and creditors for payments arrangement and/or obtaining relevant information. Payments and receipts management and liaison with customers and suppliers.

- Perform admin support functions and accounts activities as assigned

- Ensure that an adequate system of internal control is maintained and implemented.

- Responsible for any ad-hoc reporting / project as assigned.

2. Company name:Questmark Capital Management SdnBhd

Job Position: Secretary cum Admin Assistant

Industry: Finance

Salary: RM2, 400

Date Joined: 2 February 2016 Date Left: 19 January 2017

**Work Description:**

- Manage day to day general office administration including office maintenance, employee leave record and accounting support including issue of cheques, inquiries, quotation, invoicing, purchasing and corresponding with various counter parts including accountants, auditors and government bodies.

- Compilation of monthly reports

- Ensure that sensitive and confidential matters are handled in an appropriate manner.

-Undertake ad-hoc projects and other duties as assigned.

**IN\TERNSHIP**

Company name: WealthvestSdnBhd

Duration: January 2015 till April 2015

Responsible on admin work, customer database mining and had learned some knowledge related insurance product. Besides, I had learn some script practice such as selling script, recruiting script and telephone script which can improve communication skill.

**REFERENCES**

1. Name : Amin Ashari Bin Shafie

Job Position :Executive Director of Questmark Capital Management SdnBhd

Office Address: Suite L-3A-9, No. 2 Jalan Solaris, Solaris Mont Kiara, 50480 Kuala Lumpur

Tel Number : 012 – 2919555 (H/P)

: 03 - 62049228 (O)

Email address:[aminshafie@questmarkgroup.com](mailto:aminshafie@questmarkgroup.com)

2. Name :Wong Sook Kuin (Esther Wong)

Job Position : Finance Manager of KiniMurni Development SdnBhd

Office Address :Unit 21-10 & 21-11, Menara 1MK Kompleks,

1 Mont Kiara, No.1, Jalan Kiara,

Mont Kiara, 50480 Kuala Lumpur.

Tel Number : 03 - 62061259 (O)

Email address :[-](mailto:aminshafie@questmarkgroup.com)