

RESUME



PERSONAL INFORMATION

Name : Ong Pui Yee
Gender : Female
Date of Birth : 30th May 1991
Nationality : Malaysian
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CONTACTS

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QUALIFICATIONS

International Medical University (IMU), Bukit Jalil, Wilayah Persekutuan, Malaysia
(Graduation Year: Sept 2014)

Qualification : Degree
Field of Study : Bachelor of Science (Honours) Biomedical Science Programme
(3years)

Result : (CGPA : 2.79) Final Semester 6

Convent Bukit Nanas (CBN), Kuala Lumpur, Malaysia (Graduation Date: 20 December 2010)

Qualification : SPM and STPM
Field of Study : Science
Result : SPM (7As, 3Bs)
: STPM (2 Bs, 2Cs)

LANGUAGES

1. English (written and spoken – good)
2. Bahasa Malaysia (written and spoken – good)

SKILLS

Computer skills:

1. Microsoft Word
2. Microsoft PowerPoint
3. Microsoft Excel

ACADEMIC ACHIEVEMENTS

1. **1st for Biology in STPM 2010**

LEADERSHIP OPPORTUNITIES

1. **Prefectorial Board in school**
2. **Vice secretary of Club “Majlis Perwakilan Pelajar Pra-U” in school**
3. **Treasurer in school**

WORKING EXPERIENCE

PANTAI PREMIER PATHOLOGY KL (BANGSAR) (Practical Attachment: March 2014-May 2014)

Laboratory Technologist

Have carried out various diagnostic tests during the internship at several different departments namely the microbiology department, haematology department, blood bank department, specimen reception department, outpatient department, histology department and biochem-immunology department.

In Microbiology Department:-

- Perform cultivation of bacterial from a variety of different types of clinical specimens on commercially prepared selective and differential media.
- Perform tests such as rotavirus test and fecal occult blood test to identify the microorganism present to ensure it provides accurate identification of the microorganism.
- Prepare slides stained with gram stain and acid-fast stain on clinical specimens for microscopic examination.

- Conduct blood culture on patient's aerobic and anaerobic culture bottles as well as pediatric culture bottles.

In Haematology Department:-

- Prepare thick and thin blood smear of patients' whole blood collected in EDTA collection tube.
- Perform erythrocyte sedimentation rate (ESR) test.
- Observe for the characteristic morphology of neutrophil, basophil, eosinophil, lymphocyte and monocyte for white blood cell count differential and observe for any erythrocyte abnormalities indicating anemia as well as irregularities of platelet size suggesting thrombocyte disorders with supervision of laboratory staff.

In Blood Bank Department:-

- Perform ABO blood grouping under the supervision of the laboratory staff.
- Handling labelling of donors blood bags and keeping in check of the quantity available in storage.
- Observe various other tests such as crossmatch, direct Coomb's test and indirect Coomb's test by the laboratory staff.

In Specimen Reception Department:-

- Manage, organize and sort patients' samples according to priority as to categorize the sample as urgent or non-urgent and the specimen type to allow easy distribution to the different departments for testing.
- Carry out pre-analytical preparation on the patients' samples before distribution to various departments.
- Manage patients' samples by ensuring specimens arrived at specimen reception department were accurately identified, labeled and gauge for troubleshoot as whether the incoming specimens strictly according to set protocol before being entered into the laboratory information system.

In Outpatient Department:-

- Observe the phlebotomists perform venipuncture collection as well as capillary blood collection on various aged patients.

In Histology Department:-

- Perform the entire process of preservation and processing of various patients' tissues/organs starting from the tissue processing process which consist of various stages; dehydration, clearing, impregnation and embedding .
- Prepare slides stained with Hematoxylin and Eosin (H&E) staining for microscopic examination of various patients' tissues/organs.

In Biochem-Immunology Department:-

- Perform a variety of biochemical tests such as HbA1c test, rheumatoid factor test on serum samples of patients by using RF direct latex kit, VDRL test, serum bilirubin test and *Helicobacter pylori* rapid test using MPD Assure® *H. pylori* rapid test kit.

T H EQUIPMENT SDN BHD (Working Period: November 2014- May 2015)

Admin/Accounts Clerk

- Prepare payment voucher and cheques to suppliers and prepare other government related documents. (E.g. Income tax, EPF, Socso, etc.) (Using software: **CHEQ Writer**)
- Prepare purchase order to suppliers and check confirmation of delivery of goods.
- Prepare pricing quotations to clients.
- Prepare invoice and deliver order to clients. (Using accounting software: **3A Dos Accounting System**)
- Handling documents related to GST and key in data into GST registered software. (E.g. Keying in suppliers/clients transactions which includes GST tax) (Using accounting software: **IA Web Business Application**)
- Attend to call-in customer enquiries and walk-in customers.
- Prepare service reports for customers.
- Recording, preparing and filing of all general administrative documents and records.
- Monitor and check of all incoming and outgoing documents via e-mail and fax and direct the documents to respective departments.
- Recording and checking of company's stock from time to time.

BP HEALTHCARE GROUP (KEPONG) (Working Period: June 2015- December 2016)

Laboratory Technologist

- Manage, organize and sort patient's report for doctor consultation.
- Handling documents related to corporate companies and insurance companies after patients health screening to their respective companies.
- Attend to call-in customer enquiries and walk-in customers.
- Perform venipuncture.
- Carry out pre-analytical testing such as ensuring specimens collected are not mislabeled and unlabeled to prevent patient redraws as well as minimize pre-analytical error which allows increase in error detection, reporting and tracking before distribution to the main laboratory.
- Perform diagnostic services such as audiometry, resting ECG, lung function test, body composition analysis and bone mineral density.

- Manage foreign worker medical check-up under FOMEMA. (E.g. Registration of foreign worker into laboratory information system (LIS), maintain register of specimen rejection and specimen collection record, etc.)
- Handle medical check-up for PERKESO. (E.g. Registration, keying in patient's details and patient's medical results into PERKESO portal.)
- Organize roadshows events outdoors for general public awareness.
- Perform registration of walk-in customers into LIS and handle payment of walk-in customers' health screening.

EXECUTIVE SUMMARY

I have graduate with a degree in Bachelor of Science (Honours) Biomedical Science Programme in International Medical University (IMU), Bukit Jalil, Wilayah Persekutuan, Malaysia. During my secondary education, I represent my school, Convent Bukit Nanas in many science competitions. Throughout my secondary and tertiary education, I have also acquired fundamental soft skills which have assisted me during my coursework presentations and also enhanced my communication ability.

While in my short years of working experience, I have also attain some basic knowledge on handling specimen during pre-analytical phase and have a general concept of workflow in the health department.

I wish to be given the opportunity to pursue the career in Biomedical Science in your company as I would like to gain more hands-on experience in medical analysis.