

Resume:

Name : Law Jia Yean
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**Core Skills**

- Time management
- Coordination
- Microsoft Excel, Microsoft Words, Microsoft Power Point
- Analytical Skill

Experiences**Carsem (M) Sdn Bhd****Designation: Engineering and Quality (E&Q) Planner****2015 January – Present**

- Corresponded with customers on receiving demands, arranging priorities and forecasting materials.
- Planned and coordinated internally on the resources allocation for full turnkey, assembly and test.
- Accelerated on the lot movement from one operation to another and to resolve on any arising issues.
- Ensured lot deliveries are on schedule without any delays to customer. Achieved 90% and above on time delivery monthly on shipments to customer in order for the lot to be shipped on time to the end customer.
- Coordinated internally with departments in order to complete task within the timeline given.
- Analyzed build instructions of new releases and conveyed information accurately so that production is in accordance to customer's request.

Internship: Chester Empire Sdn. Bhd.**2013**

- Showed ability to work well in group by cooperating with different personnel during the transfer to The Haven Lakeside Residence sales gallery.
- Assisted property agents in search of buying and selling of properties.
- Involved in property road shows to help promote or sell properties.
- Researched on the latest property prices in the market.
- Displayed perseverance and diligence by working 7 days a week for a month during the transfer to The Haven.

Evaluation Contest Chair, Toastmaster International

2013

- Ensured that the competition is carried out seamlessly by coordinating with the Organizing Chair and assisting him on the task that is needed to be done.

Part-time promoter in Estee Lauder

2012

- Improved persuasion skills by explaining the product benefits to customers.
- Demonstrated good customer service by attending to their enquiries.
- Taking care of daily stocks by ensuring the stock counts are correct by the end of the day.

Participant, My Career! My Choice! (Workshop)

2012

- Participated in the event to improve communication skills and build self-confidence.

Part-time clerk in Gul Medical Centre

2011

- Exhibited strong attention to details when performing data entry for the FOMEMA system.
- Sorted out and archived daily incoming patients' data.
- Prepared disbursement of Medical Chits for clients.
- Deposited checks every month for the clinic.

Education

Universiti Tunku Abdul Rahman

Bachelor of Economics (Hons) Financial Economics

Graduation Date: December 2014

Final Year Project (Thesis):

Evidence of Co-integration and Granger Causality of Gold Prices: In the Case of United States and Japan

- Researched on the effect of Gold price with different commodities such as crude oil, inflation rate, interest rates, exchange rates and stock prices.
- Justified on how commodities can be a hedge against inflation in the economy.

Languages

Proficiency (0=poor – 10=Excellent)

Language	Spoken	Written
Bahasa Malaysia	7	7
English	10	10
Cantonese	9	-
Mandarin	9	5