

RESUME

FOONG MUN VAI

Permanent Address : No. 3400-s Jalan Jerlun Buntong
30100 Ipoh Perak Malaysia

Contact Number : 016-568 1304 (H/P)

Email : fivenfoong@hotmail.com

PERSONAL PARTICULARS

Age	: 26 Years	Marital Status	: Single
Date of Birth	: 8 th November 1989	Race	: Chinese
Gender	: Male	Religion	: Buddha
I.C No	: 891108-08-5563	Nationality	: Malaysian

ACADEMIC QUALIFICATION

University	: Ungku Omar Polytechnic
Field Of Study	: Diploma in Accountancy
Grade (CGPA)	: 3.46/4.00
Graduation Year	: 2011
Achievement	: Malaysian University English Test (MUET) BAND 2
School	: SMK Seri Ipoh
Year	: 2002 to 2006
Achievement	: Malaysian Certificate of Education (S.P.M)

PROFESSIONAL EXPERIENCE

UNIMATEX SDN BHD, Ipoh (01st July 2012 – Present)

Position : Assistance Account Executive cum Marketing Assistance

Salary : RM2,000

Expected Salary : Negotiable

- Issue document (such as invoice, delivery order, picking list, packing list etc) for local and export cargo.
- Arrange transportation for outgoing pickup.
- Double check and confirm outgoing cargo before send out from warehouse.
- Label printed for production & outgoing product.
- Arrange production & issue production sheet for production running.
- Sample preparation (pack & send to customer),
- Prepare sample document (INV, DO, MSDS etc).
- Calculated courier charges especially for sample send to or send from other country.
- Issue quotation refer to Sales Manager.
- Send quotation to customer either by fax or email & confirm received with customer.
- Print and send customer statement to customer every early of month.
- Send survey form to customer by email or fax.
- Check selling price for customer.
- Issue official receipt when received payment from customer.
- Issue credit note when goods return from customer or discount given to customer.
- Prepare daily collect planning report.
- Prepare daily sales performance report.
- Prepare weekly account receivable ageing report.
- Prepare monthly ageing report.
- Prepare monthly sales analysis report.
- Weighing machine calibration.
- Assist warehouse for outgoing preparation.
- Issue petty cash voucher when paid cash to supplier etc.
- Issue payment voucher when paid cheque to supplier etc.
- Issue journal voucher (for bank charges, depreciation etc)
- Bank in cheque & pass cheque to suppliers.
- Flight ticket purchase on behalf company staff especially sales manager & technical manager.
- Prepared bank reconciliation.
- Prepared BA & LC Document.
- Prepared and send outstanding letter to customer.
- Monthly stock check.
- Yearly stock take (follow auditor and assist for stock count).
- Looking supplier for calendar printing every year.
- Print catalog using laserjet printer.
- Illustration scanning.

Accomplishment

2013

- Awarded as company royalty staff.
- Awarded for given an innovative proposal for sales order recorded.

2014

- Awarded on Best solution for production analysis

2015

- Awarded on Best analysis for investment value of existing business company.

FRANCIS TAN & CO, Ipoh (01st January 2011 – 31st January 2012)

Position : Audit Assistance

Salary : RM1,100

- Handle company & dormant account
- Audit company & dormant account
- Yearly stock take / stock check
- Calculate depreciation
- Calculate hire purchase
- Calculate company tax payable / refundable
- Fill in form C & Form R
- Draft & type audit report
- Calculate PCB

NG YAP TAX SERVICES, Ipoh (01st June 2009 – 31st December 2009)

Position : Tax Assistance

Salary : RM500

Internship at Training and Development Division

Internship at Ng Yap Tax Services / Trained under taxation department

- Handle proprietor account
- Handle partnership account
- Calculated proprietor tax payable / tax refundable
- Draft tax computation
- Fill in form B, BE, and P
- Tax submission using E-filing etc

CERTIFICATES / TRAINING

2010

Take part on seminar or program 'New age professionalism'
Awarded on excellent GPA for fifth semester

2009

Take part on Program Mentor Mentee
Take part on Module Soft Skills
Awarded on excellent GPA for third semester

2008

Take part on inspiration program

2007

Take part on National Service Malaysia at Segari Lumut, Perak Malaysia

2003

Take part on Microsoft Power Point Course held by Institut Kompas

SKILLS

Languages Skills

	<u>Spoken</u>	<u>Written</u>
English	Good	Good
Malay	Good	Good
Mandarin	Excellent	Excellent
Cantonese	Excellent	

Computer & Application Skills

	<u>Level</u>
MS Office (Excel, PowerPoint, Word etc)	Excellent
UBS Accounting	Good

REFEREE

MS AMY LAM KOOI LAN

HR MANAGER

Unimatex Sdn Bhd

No 18, Jalan Perindustrian Silibin 1,
Kawasan Perindustrian Ringan Silibin,
30100 Ipoh, Perak Malaysia.
Office Number: 05-5279989
HP Number: 016-5644093

MR JEFF SOON CHEE WAI
TECHNICAL SALES ENGINEER

Unimatex Sdn Bhd

No 18, Jalan Perindustrian Silibin 1,
Kawasan Perindustrian Ringan Silibin,
30100 Ipoh, Perak Malaysia.
Office Number: 05-5279989
HP Number: 012-7209976