**Kwee Geck, Goh (Trecillia)**

Mobile: 9800-7778

Email: [trecillia@gmail.com](mailto:trecillia@gmail.com)

|  |
| --- |
| **CAREER SUMMARY** |

Dedicated, independent and proactive Executive Assistant with more than 20 years experience in Trading, IT, Media and FMCG industry, supporting high-level senior executives and liaised with business partners and vendors in South-East Asia and Australasia region. A self-directed team player who is always willing to go the extra mile.

Experience in planning, organizing and problem-solving to complete multiple deadline-driven projects effectively and on time. Extensive knowledge of computer software applications. A resourceful and trustworthy employee.

Able to work under pressure and successfully deal with competing demands while maintaining complete confidentiality.

|  |
| --- |
| **CAREER HISTORY** |

**UNILEVER Asia Pte Ltd 3 January 2011 – 15 September 2015**

**Executive Assistant/Assistant Communications Manager**

* Provide administrative and business support to the Global VP for Communications and Capabilities on a day-to-day basis, setting work priorities and ensuring datelines are met.
* Maintain VP’s calendar -- plan and schedule meetings.
* Process expense claims and travel arrangement.
* Organise and manage teleconferences and video conferences.
* Manage and compile SEAA cluster weekly report to the Global SVP for Communications.
* Organise and compile presentation deck for bi-monthly SEAA cluster live meeting.
* Assist and provide support to the local communications team for internal corporate events, e.g. Town Hall, Annual Change Leaders Conference or SEAA Annual Leadership Meeting and coordinates and prepares all relevant documents and briefing packs.
* Plan and organise annual SEAA Communications Team meeting.
* Assist SEAA Communications Director in all Singapore communications requirements (internal only – using channels).
* Manage communications channels for Singapore Hub, COO Blog, GMEX webcasts, town hall for SEAA/COO and other internal activities that falls under the leadership of the VP.
* Design of internal communications event materials, i.e. posters, digital signage.

**Achievements**

* Logo design for Global Communication Academy in Unilever.
* Poster design for an internal global initiative “brightfuture” campaign.

**Starcom Media Worldwide 9 March 2009 – 21 May 2010**

**Personal Assistant/Office Manager**

* Support the CEO of SE Asia in his travels, calendar management and organising of teleconference and live conference.
* Collate and compile of monthly business reports submitted by SE Asia country heads.
* Disseminate the International Media Request received from Global Office to and direct to the respective countries for further action.
* Admin support to the Regional HQ team and P&G team.
* Manage the logistics and provide admin support during regional meetings or trainings.
* Sourcing, negotiating and liaising with the hotels (both local and overseas) for regional meetings or trainings.
* Liaise with vendors and the procurement of stationary, pantry supplies, co-ordinating office moves and office renovations.

**Achievements**

* Organised and supported a group of 25 global heads with their intensive business meeting schedules during the annual Spikes Asia event held in Singapore and at the same time provided assistance to the Southeast Asia Regional HQ team of about 10 people in all administrative requirements during the event.

**Intraco Technology Pte Ltd April 1994 – July 2007**

**Executive Secretary to CEO/Marketing Comms Executive**

* Support and manage the CEO extensive travel arrangements and calendar.
* Travel bookings for all staff and business associates and liaise with the business partners in the SEA region for updates of plans and activities.
* Manage all office administrative work, e.g. procurement of stationary, maintenance contract for all office equipment, travel and general insurance, ad-hoc renovation works, liaise with building management in all issues e.g. renewal of rental.
* Provide support to the Sales Manager during corporate events and exhibitions including liaison with the event venue management, Media and PR Company, planning, organizing, managing and executing the flow of POS materials.
* Liaising with publications and advertising media for ad-hoc advertising.

**Achievements**

* Promoted from a junior secretary to an Executive Secretary, within 6 years, with a secondary role as a Marketing Communications Executive.
* Packaging design for our new bundle product.

**Chan-Ma & Co 1992 - 1994**

**Assistant Company Secretary**

Assisting the Company Secretary in all administrative work e.g. filing of forms and preparing of resolutions, EGM and AGM.

|  |
| --- |
| **PROFESSIONAL DEVELOPMENT & CERTIFICATION** |

* Diploma in Training with Atlantic International University
* Certificate of attendance for Travel Managers Best Practices
* Certificate of attendance for Contract Negotiations
* Certificate of attendance for RFP program
* Certificate of attendance for Import & Export Procedures and Practice

|  |
| --- |
| **LANGUAGE CAPABILITIES** |

* English – written and spoken
* Chinese – written and spoken
* Cantonese – spoken
* Hokkien – spoken

### Thai – spoken (currently taking language course in inlingua School of Languages)