

JOB APPLICATION FORM



POSITION APPLIED FOR : Account cum Admin Executive

PERSONAL INFORMATION

Full Name :	RAYCE TEH HUI YUNG
NRIC / Passport No. :	820419-09-5074
Nationality :	MALAYSIAN
Residential Address :	32, Lorong 11/SS2, Bandar Tasek Mutiara, 14120 Simpang Ampat, Penang.
Contact :	012-5226792
Email :	yungreat@gmail.com
Date of Birth :	1982-04-19
Gender :	Female
Race :	Chinese
Marital Status :	Single

ACADEMIC QUALIFICATION

Date		Schools / Institution Attended	Qualifications Obtained	Subjects / Grade
Form	To			
2003-01-01	2004-06-30	Two Studio Computer Graphic Design	Primary/Secondary School/ 'O' Level	Certificate in Computer Graphic Design
2002-01-01	2002-12-31	Pusat Bimbingan Tan	Primary/Secondary School/ 'O' Level	LCCI Third Level in Accounting - single subject
1995-01-01	2000-12-31	Sek Men Keb Bukit Mertajam	Primary/Secondary School/ 'O' Level	Account

MEMBERSHIP OF SOCIAL OR PROFESSIONAL BODIES

Date		Qualifications / Awards Obtained	Awarding Institution
Form	To		
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EMPLOYMENT HISTORY

Date		Company Name	Position Held	Nature of Duties	Reason for Leaving
Form	To				
2012-05-01	2019-04-30	TC Office Solutions Sdn Bhd	Account & Admin Executive	<p>Scope & Key Achievements •</p> <p>Handle and maintain full set of accounts. (AP, AR, G/L, Cash Book, Reporting, and etc) • Quarterly GST submission. • Reconcile monthly bank statement. • Preparing yearly finance closing and generate financial report for audit & company tax purpose. • Preparing stock list with value and process stock report for stock audit purpose. • Liaise with Auditor, Tax Agent, and Company Secretary for all matter. • Prepare debtor statements and verify creditor statements complete with online banking transaction. • Doing pay roll & HR role. (handling of local and foreign worker, EPF, worker insurance, internal/ external training arrangement for technical staff, and etc) • Handling company staff claim e.g. petty cash, medical, transport, entertainment, and etc. • Handling recruitment matters. • Liaise with supplier. (sourcing for quotation and negotiate to price when needed) • Autocount Accounting system – prepare & process payment</p>	Made a decision to leave my role to support my mother during her required medical care. The situation has since changed thus am looking to re-enter the workforce.

				<p>voucher, purchase invoice, D/O, sale invoice, purchase order, quotation, and etc. • Supervision to junior admin and general clerk on their work and lead them to achieve company goal. • Work closely with the Technical team to understanding their daily work schedule and other arrangement. • Implementation of employee work flow and company policies.</p> <ul style="list-style-type: none"> • Perform other ad-hoc duties assigned by Director from time to time. Additional task : • Involved in graphic design and digital marketing (Facebook). • In-charge of E-commerce updating, company website updating, photo editing, and etc. • Event arrangement for new product launching, sale exhibition, and etc. 	
2020-10-15	2021-02-28	Easy Pack Machinery (Borneo) Sdn Bhd - (Subsidiary of Easy Pack Machinery Sdn Bhd)	Account & Admin Executive	<p>Scope & Key Achievements • Handle and maintain full set of accounts. (AP, AR, G/L, Cash Book, Reporting, and etc) • Reconcile monthly bank statement. • Preparing monthly Profit & Loss report to Group Finance. • Preparing yearly finance closing and generate financial report for audit & company tax purpose. • Preparing stock list with value and process stock report for stock audit purpose. • Liaise with Auditor, Tax Agent, and Company Secretary for all matter. • Prepare debtor statements and verify creditor</p>	Looking for new environment and challan in oversea since didn't have the burden of taking care of parents.

				<p>statements complete with cheque payment.</p> <ul style="list-style-type: none"> • Handling company staff claim e.g. petty cash, medical, transport, entertainment, and etc. • Prepare sales commission. • Liaise with supplier. <p>(sourcing for quotation and negotiate to price when needed)</p> <ul style="list-style-type: none"> • Autocount Accounting system – prepare & process payment voucher, purchase invoice, D/O, sale invoice, sale order, purchase order, quotation, and etc. • Work closely with the warehouse team to understanding goods complete in schedule and other arrangement. • Machine inspection before shipment. • Liaise with packing company to arrange wooden pack c/w fumigation for the machine. • Handling with forwarding company for import and export information, review bill of loading, custom form, performance invoice / commercial invoice, packing list, and etc (East Malaysia Only). • Perform other ad-hoc duties assigned by H.O.D from time to time. 	
2011-05-01	2012-04-30	Kean Beng Lee Industries (M) Sdn Bhd	Customer Service Officer	<p>Scope & Key Achievements</p> <ul style="list-style-type: none"> • Communicate with sale team for customer enquiries. • Preparing sale order for logistic department. • Handling customer order, complaint, and after sale service. 	Get better offer

2005-11-01	2011-05-31	Wah Seng Industry Sdn Bhd	Purchaser	<p>Scope & Key Achievements •</p> <ul style="list-style-type: none"> Handling local and oversea purchase shipment and issue purchase order. • Dealing with local and oversea suppliers for material sourcing and price negotiation (China, Taiwan, Korea, Japan, Thailand, Singapore, Denmark, India, Malaysia, and etc.) • Provide material / product requirements to suppliers and understanding of the production plan and delivery period. • Handling with forwarding company for import information, review bill of loading, custom form, performance invoice / commercial invoice, packing list, and etc. • Feedback to suppliers regarding material / product issues and solution discussion. Additional task : • Product packaging designing. • Banner and poster designing for oversea exhibition use. • In-charge of catalogue system, company website updating, and etc. 	Looking for other experience and change environment
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2004-12-01	2005-11-30	Noble Specialty Sdn Bhd	Admin & Sales Coordinator	<p>Scope & Key Achievements</p> <ul style="list-style-type: none"> • Office administration for Penang branch. • Preparing invoices & delivery order. • Coordinating with store keeper to arrange for daily goods delivery. • Arrange with transporter for outstation delivery or internal transfer. • Arrange with forwarder for goods direct trucking (import). • Submit a debit note, credit note, quotation, sales order, purchase order to General Manager for approval. • Maintaining petty cash for claim. • Report daily customer bank-in transaction record to HQ. • Liaison with bankers and government bodies. • Dealing with suppliers for product sourcing and costing. • Updated and checking customer database. • Follow up customer payment and order. • Support and coordinating with Sales Team. • Stock control and forecast. • Preparing / submit weekly and monthly report (sales report, stock balance report, debtor report, and etc.) 	Looking for other experience and change environment
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2002-04-01	2004-12-31	Altimutiara Sdn Bhd - (Subsidiary of Rhythm Consolidated Bhd)	Inventory Clerk	Scope & Key Achievements • Updated and keying receiving and transfer database. • Stock and cost adjustment by system. • Support and communicate with outlet franchisee. • Preparing report & memo for top sales. • Running / prepared weekly and monthly report (stock movement, negative gross profit by franchise outlet, daily sales, and etc.) • Back-up and support stock take team. • Duty in model shop.	Looking for other experience and change environment
2000-12-01	2002-03-31	Glory Point Interior Sdn Bhd	General Clerk	Scope & Key Achievements • Preparing quotation, invoices, delivery order, payment voucher, and etc. • Assistant of Managing Director	Looking for other experience and change environment

PARTICULAR OF IMMEDIATE FAMILY MEMBER

Name	Relationship	Age	Occupation
Teh Wei Sung	Brother	41	Sale & Service
Teh Wei Khun	Brother	28	Chef & Study In Australia
Chan Kim Keow	Mother	60	Pass Away
Teh Kam Beng	Father	72	Technician

CHARACTERS REFEREE

Name	Address	Contact	Email	Profession	No of years known
Jason Ooi	Blk 65#07-613, Teban Gardens Road, Teban Place, Singapore 600065	65-9878 8205		Operation Manager	8

LANGUAGE PROFICIENCY

Language	Spoken	Written	Read
English	4	5	6
Malay	8	8	9
Chinese	10	10	10

REMUNERATION

Current salary	4,500.00
Expected salary	2,500.00

OTHERS

Remark : Last Salary RM4500 Expected Salary SG2500
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1. Tell us a little bit about yourself?

I am an independent and strong person. When faced with difficulties, I will find ways to solve them.

2. Why do you want this job?

I wanted to work in Singapore many years ago. But after my parents divorced, I needed more time to accompany my mother, so I couldn't travel far. Now that my mother has passed away, I want to give myself a chance to live a different life and live for myself, such as going to the country, learn about different working environments.

3. What are your greatest professional strengths which is NOT the standard answer found on any job portal, such as you are fast learner, hard worker, etc?

Ability to manage every aspect from beginning to end without supervision. I'm also capable of holding positions in various departments of the company, such as general clerk, inventory clerk, administrator, sales coordinator, purchaser, customer service, finance, human resources, graphic design, digital marketing, and others.

4. What do you consider to be your weaknesses?

My weakness is not good at social activities, easy to be shy.

5. What is your greatest professional or academic achievement?

I don't have a very high academic background, but currently my LCCI in Accounting Single Subject and the Certificate in Computer Graphic Design which I obtained on my part-time study.

6. Tell us about a challenge or conflict you faced, and how you dealt with it?

When I face a challenge or conflict, I will calm down first, and then think about various solutions and coordination options.

7. Where do you see yourself in five years?

I want to make good use of my career and learn more things that I didn't have the chance to grasp in the past. After all, for the family in the past, many thoughts and space were restricted.

8. Why are you leaving your current job? (if applicable)

Looking for new environment and challan in oversea since didn't have the burden of taking care of parents.

9. What are you looking for in a new position?

I hope to have more learning opportunities to improve and deepen my work knowledge in many aspects.

10. How would your boss and co-workers describe you? (if applicable)

They didn't say anything, but if I didn't go to work for a few days, they would seem to be in a hurry and feel that I was their savior and veteran.

11. How do you deal with pressure or stressful situations?

When I am under pressure, I will talk to people close to me, or choose a way to relax myself to reduce stress. For example: eating food, listening to music.

12. How do you get to know us?

via Jobstreet platform