AsiaRecruit

Date	:	**6 September 2013**
Company Name	:	**JTI**
Position	:	**Billing Analyst**
Candidate Name	:	**Cherry Teo Pei Pei**
Address	:	**Petaling Jaya**
Age	:	**26 years old (3 May 1987)**
Marital Status	:	**Single**
Current Salary	:	**RM2900**
Expected Salary	:	**RM3500**
Availability	:	**1 months**

Education Background

Diploma of Business Studies
College Tunku Abdul Rahman, Malaysia
2008

Executive Summary

- Ms. Cherry Teo holds Diploma of Business Studies majoring in administration from College Tunku Abdul Rahman; age 26 with 4 years plus of working experience in HR. respectively specializing in payroll for 2 years and another 2 years in human capital management.
- Handle billing coordination with Gatelink Communication and familiar with system procedure.

Working Experience

Jardine OneSolution (2001) Sdn Bhd
May 2012 - Present

Position Title (Level)	: Product support executive (Senior Executive)
Specialization	: Clerical/Administrative Support Role :
Administrative Executive Industry	: Consulting (IT, Science, Engineering & Technical)
Monthly Salary	: MYR 2900

Work Description :
- Submit daily and monthly vendor report
- assist product manager Submit claims and doing paper work.
- update product information in the system.
- liaise with vendor for tender request.

Gatelink communication sdn bhd
Apr 2010 - March 2012

Position Title (Level)	: Admin Executive (Senior Executive) Specialization :
Clerical/Administrative Support Role	: Administrative Executive Industry :
Telecommunication Monthly Salary	: MYR 2500

Work Description :
- execute general clerical and company administration.
- service existing accounts.
- execute company general reports, accounting and correspondences.
- Assist account & hr manager
- arrange job to other admin staff
- organize daily meeting
- Handle billing & registration department
- Enter invoice and prepare payment to supplies
- To maintain and update employees personal file, record and leave management.
- Calculate for staff salary, allowance and commission.