



CURRICULUM VITAE

Tan Li Ghee (Emilia)

Address : No: 9, Jalan PU 1/12A, Taman Puchong Utama, P/S 47140
Puchong, Selangor
Mobile : 019-3310068
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PERSONAL PARTICULARS:

Age : 32 years old
Nationality : Malaysian
NRIC No. : 820915-10-5454
Date of Birth : 15th September 1982
Gender : Female
Race : Chinese
Religion : Buddhist
Marital Status : Married
Health : Excellent
Driving License : Class D

ACADEMIC BACKGROUND:

Year 2000 – 2004

College Pursuing Education : Binary University College
Field Of Study : 3 + 0 Programme BA (Hons) In Business Administration
University : University Of Northumbria, Newcastle, United Kingdom
Grade : 2nd Class Lower

Year 1995 – 1999

Secondary School : Sekolah Menengah Kebangsaan (P) Taman Petaling
Highest Qualification : SPM
Grade : Grade 1

Year 1989 – 1994

Primary School : Sekolah Rendah Kebangsaan Kampung Tunku
Highest Qualification : UPSR
Grade : 3B's and 1 C's

EMPLOYMENT HISTORY:

TC SUBARU SDN BHD

Industry : Automotive
Date Joined : From October 2013 to August 2014
Position Title : Assistant Manager – Operation

Job Responsibilities:

1. Assist HOD to monitor and coordinate maintenance and housekeeping
 - Coordinate branches maintenance request and ensure all related maintenance works are attended and completed by the maintenance team in a timely manner
 - Monitor and ensure new office building defect works done by the main contractor during defect liability period
 - Monitor branches cleanliness, cleaners' attendance and cleaning contractor monthly periodic cleaning schedule assign by the Regional Housekeeping Manager
2. Assist HOD to administer all admin related works within Operation Department such as printing, shell card, company uniform, stationeries, touch & go card, raise PO & Capex, maintaining proper filing, group monthly utilities and rental payment and accommodation arrangement for outstation and oversea staffs
3. Handle all company tenancy agreement on renewal, maintenance and liaise with landlord whatever issue related to tenancy.
4. Handle normal purchasing within the group which includes sourcing for supplier for general office items, recommend reliable supplier for management approval, monitor the delivery of the items as per stipulated time frame
5. Assist HOD to monitor logistic activities
 - work with logistic team to ensure transport arrangement made for VIP visitors, outstation and oversea staffs, booking and arrangement of vehicle delivery schedule with car carrier to ferry finished cars from port and stockyard to Vehicle Distribution Center (VDC) for paint defect and quality control inspection.
 - Monitor and ensure all finished cars in VDC deliver to local and outstation branches on a timely manner
6. Monitor and ensure customers and dealers' cars are delivered as per customer expected delivery date which include:-
 - allocation of cars to customer upon sales booking
 - arrangement of car excise or duty payment
 - transport arrangement of finished cars from Vehicle Distribution Center to branches
 - monitor and ensure good stock level of buffer cars made available for Cash on Delivery (COD) and urgent buyer
7. Timely submission of monthly housekeeping, maintenance, shell card expenses, Vehicle Delivery Schedule Report
8. Other ad-hoc tasks as assigned by HOD from time to time.

A.F.S. ENGINEERING (M) SDN BHD

Industry : Electrical & Electronics Engineering
Date Joined : September 2008 until September 2013
Position Title : Senior Credit Control Executive

Job Responsibilities:

Handle all Credit Control matters including:-

1. Manage Customer Information Data

- Create and maintain up-to-date customer profile information in the company system database
- Manage a proper filing system of customers' documents such as Personal Guarantee, Credit
- Facilities Application Forms and etc.

2. Credit Review

- Processing and do analysis on customers' credit application by carry out credit check and make recommendation to management aligned with the company credit policies and procedures.
- Trade referencing with customer and conduct credit review with salesperson for upgrade of the customers' credit term and limit for management approval.
- Review and release blocked sales order and monitor on deliveries of goods and remittance to ensure credit exposure of the customer is at an acceptable level approved by management

3. Collection

- Monitor timely collection of debts of respective salesperson and daily bank in of collection
- Attend to weekly Sales Meeting chaired by CEO to monitor and follow up on salesperson collection activities and take proactive action
- Issuance of reminder letters to customer as and when required
- Make phone calls to customers on overdue payment
- Negotiate payment proposal with potential difficult debtors' account in regards to avoid the risk of bad debts
- Liaise and follow up with appointed Collection Agency to conduct field visit and maximize potential recovery of debts
- Administer dispatch and courier arrangement of cheques

4. Account Reconciliation

- Follow up on debtors' issues and working with salesperson and Account team to resolve disputes in a timely manner
- Check and ensure AR is updated accurately in the company system database.

5. Litigation

Liaise and follow-up with solicitor on legal cases to ensure recovery of the outstanding debts and update management on the progress of the case

6. Preparation of Personal Guarantee

7. Submission of Debtor's Report to Management

Prepare Debtor's AR Report and Legal Case Reports to Management

8. Contract review and preparation of Bank Guarantee and Insurance to ensure timely submission

- liaise with the bank and insurance agent to ensure timely submission of Bank Guarantee and Insurance to facilitate new and existing projects.

HONG LEONG BANK BERHAD

Industry : Banking
Date Joined : September 2007 until August 2008
Position Title : Credit Control Executive

Job Responsibilities:

Monitor collection of bank's clients' monthly Personal Loan Payment includes:

1. Attend to incoming and outgoing calls to assist and resolve customers' Personal Loan related matters
2. Negotiate payment proposal with customer to update arrears for their Personal Loan account
3. Prompt superior on customer special case to take proper action to resolve customer issue
4. Collaborate closely with superior and team members to develop strategies to improve collections consistently
5. Prepare individual monthly collections tracking report to immediate superior for analysis

IOI PROPERTIES BERHAD

Industry : Properties / Real Estate
Date Joined : March 2006 until August 2007
Position Title : Admin Assistant cum Secretary

Job Responsibilities:

Handling general daily administrative and secretarial duties includes:-

1. Maintain a good filing system for smooth data retrieving
2. Attend to daily incoming and outgoing calls including screening and channeling of telephone calls
3. Arrange booking of flights and hotel arrangement for manager
4. Coordination and scheduling of appointments and meetings
5. Prepare and type letters, memos and correspondences
6. Photocopy, sort, compile and disseminate facsimile transmission, memos and related work documents and materials to relevant parties
7. Prepare and submit manager and Clerk of Works claim expenses every month

PERSONAL STRENGTHS AND COMPETENCY:

Interests : travelling & movie

Computer Skills : MS Words, MS Excel, MS Outlook

Language Proficiency

Language Spoken : English (good), Bahasa Melayu (good), Cantonese (excellent),
Mandarin (good)

Language Written : English (good), Bahasa Melayu (good)

Personal Quality : Ability to adapt to new environment
: Positive working attitude
: Committed to tasks and result-oriented
: Work independently and multi-task
: Ability to integrate along with others and as part of team
: Pleasant personality with a cheerful manner

Certificate of Attendance: Business Writing Skills (16.03.13)
Coaching & Mentoring (11.01.13 & 12.01.13)
High Performance Manager (14.09.12 & 15.09.12)
Credit & Collections (22.02.12 & 23.02.12)
Credit Risk Management & Control (14.07.10 & 15.07.10)
Effective & Efficient Debt Collection: The Law, Practice And Procedure
(10.08.2009)

ADDITIONAL INFO:

Date of Availability : Anytime As Required
Expected Monthly Salary : RM 6,000.00
Possess Own Transport : Yes

REFERENCES:

Name : Kelly Yek
Occupation : Assistant Manager - Sales
Company : A.F.S. Engineering (M) Sdn. Bhd.
Contact No : 016-3320490

Name : Casey Yap
Occupation : Executive Assistant to CEO
Company : A.F.S. Engineering (M) Sdn. Bhd.
Contact No : 012-2805548