

Carmen Kee Chia Wen

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OBJECTIVE

I aspire to strive and progress in my career, in which I can contribute to the wealth and development of the company by effectively applying my scientific knowledge, business skills and other positive personal traits that I possess.

WORK EXPERIENCE

Marketing Executive (Trading & Marketing)

Mewah Oils and Fats

Mar 2010 – Present

- Fully in charge of daily trading for a Palm Oil refinery of 1,500 metric ton per day production capacity.
- Fully responsible for purchasing, selling and movement of 45,000 metric ton per month of Palm Oil including all of its derivatives and by-products.
- Responsible for trading position by performing back-to-back hedging and spread trading against physical oil and/or FCPO on the Malaysia Derivatives Exchange.
- Manage daily contracts performance and logistic issues to ensure smooth, uninterrupted cash flow, good P&L performance and advantaged trading position.
- Coordinate contracts and operations of other vegetable oils including Soft Oils, Lauric Oils and Specialty Fats in both bulk and packed form.
- Spearhead development of new marketing opportunities around Malaysia.

Leasing Department Management Trainee

Johdaya Karya Sdn Bhd

Aug 2008 – Dec 2008

- Part of the City Square Shopping Mall (Johor Bahru) management team, which coordinates operations, accounts, promotions and tenants of the mall.
- Coordinate and execute tenancy contracts, renewals and transition.
- Source for potential tenancy opportunities and to liaise between the management and tenants on tenancy issues.
- Manage budget of leases and risk review of the company.

EDUCATION

Master of Business (Science & Technology)

Monash University, Australia

Jan 2009 – Dec 2009

- Fourth place in class
- First position in Business Law Unit
- High Distinction in Commercialisation Project with Baker Heart Institute, Melbourne

Bachelor of Life Science with concentration in Biomedical Science

National University of Singapore, Singapore

Sept 2005 – July 2008

- Passed with merits

South Australian Matriculation

Taylor's College, Malaysia

Jan 2004 – Dec 2004

- Taylor's College Scholarship 2004
- Results: 4A, 1B

GCE O Level

Methodist Girls' School, Singapore

Jan 2002 – Oct 2003

- Singapore International Foundation Scholarship 2002-2003
- Results: 8A, 1B

EXTRA CURRICULAR ACTIVITIES

I am an active member of the Johor Bahru Amateur Volleyball Club, in which I am an active player as well as a committee member. I have represented the Johor state in SUKMA in 2008, National University of Singapore (NUS) in 2005-2007 and Monash University in 2009.

IT SKILLS

- Expert user of Windows, the Internet and all Microsoft Office application (Outlook, Word, Excel, PowerPoint).

LANGUAGES

Very fluent in spoken and written English, Chinese and Malay.

REFERENCES

- Available upon request