



Personal Details

Preferred name

Denise Chan

Age

27 years old

Date of Birth

01.07.1987

Gender

Female

Nationality

Malaysian

Driving License

Category D

DENISE CHAN LAI FONG

18, Jalan GP 3/6, Taman Gombak Permai, 68100 Batu Caves,
Selangor Darul Ehsan, Malaysia.

Email: denisechan8771@gmail.com

Mobile: +60127187277

Profile

Dedicated, able to work independently and result-oriented. Proven interpersonal, communication and multi-tasking skills. Adaptable team player recognized for willingness to learn and teach newly acquired skills.

Summery of Education

Sijil Perajaran Malaysia (SPM) – Graduated

Employment History

JP Elegance Marketing Sdn. Bhd.

Administration Assistant (year 2007 February – year 2008 October)

- Provide administrative support to the Sales and Marketing Department.
- Organize and maintain filing system for the company, provide stock and quality control, organize conferences and meetings and purchasing.
- Schedule daily delivery route.
- Assist Director, Human Resource Director and Operation Director.

Grand Elite Sdn. Bhd. (wholly-owned subsidiary of President Hotel Sdn. Bhd.)

Cost Control Officer (year 2008 October – year 2011 May)

- Assist Cost Controller.
- Responsible in comparison stock against sales, monthly stock check, food tasting, data entry food cost and recipe into micros system, monthly closing report, to do yield test & report and to control wastage from kitchen.

Accounts Officer (year 2008 October – year 2011 May)

- Assist Credit cum Income Audit Manager.
- Responsible in tracking daily incoming payments, monthly closing report, demand payment from clients, posting daily city ledger into opera system, assign new account receivable number to new transaction, prepare credit notes or rebate voucher for adjustment, check commissionable payment against travel agents statement.

Klimex Enterprises Sdn Bhd

Admin & Marketing Executive (year 2011 November – year 2013 April)

- Responsible in purchasing, arrange & keep track on shipment from others country, tele-sales & walk-in sales, stock control & provide administrative support to Marketing & 3 Directors.

Huasin Food Industries Sdn Bhd (current)

International Marketing Executive (year 2013 April – current)

- Assist Export Sales Assistant Manager
- Responsible with international sales & marketing, export shipments, keeping track on clients stock on hand & sales, weekly & monthly sales report.

Reference

Ms. Tracy Mah Contact: +60126621372

Expected Salary

MYR 3,600.00