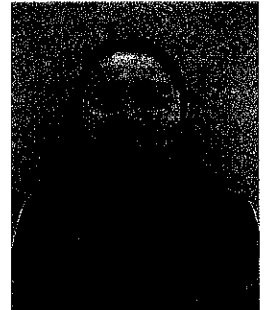


RESUMES



Name : Tong Hui Ling (Andrea)
Address : 21 Jalan Hujan Bubuk 2,
Taman Overseas Union, 58200 Kuala Lumpur.
Age : 35
Gentle : Female
Religion : Christian
Date of Birth : 17th July 1976
Marital Status : Single
Tel no. : 013 – 350 4535
Language written : Bahasa Malaysia and English
Language spoken : Bahasa Malaysia, English, Cantonese and Mandarin

WORKING EXPERIENCE

1. Name of company : Hagemeyer Lifestyle (M) Sdn Bhd
No. 15 Jalan Tandang
46050 Petaling Jaya
Selangor.

Name of employer : Rebecca Chong Wai Leng
Division Manager

Designation in the company : General Clerk (Sales and Marketing)

Period of employment : 1st March 1996 - 8th August 2001

Salary : RM1,200.00

Job function :-

- a. Prepare monthly report e.g. Monthly advertising and promotion expenses report.
- b. Update counter cash sales memo from departmental store.
- c. To liaise with warehouse pertaining pending orders.
- d. To liaise with salesman on closing of monthly sales and dealers pending orders.
- e. Prepare purchase order for payment.
- f. To prepare confirm order to Principal from Sales Executive.
- g. To assist in new fragrance launching and Press launch.
- h. To assist Division Manager on correspondence for pending order, appointment etc.

Reason for leaving : Voluntary Separation Scheme
(Closure of Division for Cosmetics & Fragrances)

2. Name of company : Amcorp Properties Berhad
(Subsidiary company of Amcorp Group Berhad)
G01, Menara Amcorp, No. 18 Jalan Persiaran Barat,
46050 Petaling Jaya, Selangor.
- Name of employer : Mr. Lim Pooi Siang
Assistant General Manager
- Designation in the company : Sales and Administration Executive – Property division
- Period of employment : 1st October 2001 - present
- Current salary : RM3,080 per month
RM160 handphone, transport allowances and overtime

Job function:-

- a. To do setting up exhibition booth e.g. MAPEX and Home Ownership Campaign and co. new property launches.
- b. Sales and property management.
- c. Liaise with customer on their statement of account.
- d. To attend telephone and walk in enquiries.
- e. Administrative works e.g. typing, filing, Tenants billings, collection of rental and service charges.

QUALIFICATION

Qualification

SAP
Certificate of Business Administration

School / College

Sekolah Menengah Perempuan Methodist Kuala Lumpur
Stamford College, Petaling Jaya, Selangor

COMPUTER SKILLS

- Microsoft Words
- Microsoft Excel
- Ms Power Point

Typing Skills : 50wpm.