

Agensi: Pengeraja BAC sdn Bhd

# Resume

## Ng Chin Geok

No.118, Jalan Ria(2), Taman Ria, 81500 Pekan Nanas, JOHOR.



### The objective of employment

Tel : 013-7178788

To find a good job income in accordance with the latest standards of living.

### Background Profil

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|--|-------------------------------|
| ◆ Full Name : Ng Chin Geok             | ◆ Religion : Cina             |
| ◆ Birth Place : Hospital Sultan Aminah | ◆ Gender : Female             |
| ◆ Marital Status : Single              | ◆ Address : No.118, Jalan Ria |
| ◆ Date Of Birth : 10/06/1992           | (2), Taman Ria,               |
| ◆ Citizen : Malaysia                   | 81500, Pekan Nanas.           |
| ◆ Ic Card No : 920610-01-5800          | Johor.                        |

### Education Information

Highest Achievement : Diploma in Business Management( 2010-2011)

Institutions : Lincoln Business School

Gred : 3A 3C 4D

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Second School : Sijil Pelajaran Malaysia ( 2009)

Institutions : Sekolah Menengah Kebangsaan Pekan Nanas

Gred : 1B 1C 2D 2E 2G

## Language Ability

### **Conversation**

- ✓ Bahasa Inggeris
- ✓ Bahasa Melayu
- ✓ Bahasa Chinese

### **Writing**

- ✓ Bahasa Inggeris
- ✓ Bahasa Melayu
- ✓ Bahasa Chinese

## Additional Skills

- ✓ Operating System : Windows xp, vista, windows 7
- ✓ Software : Ms Office, word, excel, outlook, powerpoint

## Working Experience

**Superkids Kindergarten Teacher ( Dec2009-Oct 2011)** *Full time.*

**Taman Suria (Johor Bahru)** *KA*

- Teach children reading, writing, learning life skills. *Run 900-*
- Responsibility to be a good teacher.

**Admin Clerk ( Feb 2012-March2013)**

**Celcom Sdn Bhd (Pekan Nanas, Johor)**

- Open purchase order, Key in data monthly inventory. *base in*
- General administrative duties assigned. *office*
- Answer call. *in 1000-*

**Admin Assitance+Account Assitance ( Beginning of March'2013)**

**Anika Industri Konkrit Sdn Bhd ( Pekan Nanas, Johor) - *single person***

- Responsible for calculation of claim for workers. *pay to.*
- Maintain daily attendance/overtime reports for worker.
- Updated passport/work permit foreign worker.
- General administrative duties assigned.
- Purchase Do/Invoice, Keep in Data, Payment voucher.

*Invoice book keeping*

*Report to : Account Executive*

*Run 1400 Bnd. v.*

## Reference

- \* Babyelizabeth wong (Kindergarten Teacher) - 017-6356744
- \* Ng Teck Kiang ( Celcom Sdn Bhd ) - 016-7606068
- \* Tan Lay Yen ( Anika Industri Konkrit Sdn Bhd ) - 019-7273795

Expected Salary : MYR 2,300

Position Apply : Admin Assitance/ Account Assitance

*Reason : ①. Admin present*

*Location :*

*Position : ① Gelang Patah*

*② Nusajaya.*

*Postcard : ①. Yes.*

*Expected : ①. Run 2300. minimum*

*Notice period : ①. Jan 2014.*