

Zoey Leong Wai Yee
Curriculum Vitae



Contact Details

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Personal Particulars

Age : 35 years
Date of Birth : 23 April 1979
Nationality : Malaysia
Gender : Female
Marital Status : Single
IC No. : 790423-14-5770
Permanent Residence : Malaysia

Qualification

Qualification : **Bachelor's Degree**
Field of Study : Business Studies/Administration/Management
Major : Marketing and Management (Double Majoring)
Institute/University : Griffith University, Australia
Grade : Grade A/1st Class
Graduation Date : Nov 2001

Qualification : **Institute Chartered Secretaries and Administrators (ICSA)**
Field of Study : ICSA
Institute/University : Brieckfields Asia College, Kuala Lumpur
Grade : Part 2
Graduation Date : May 2007

Qualification : **Pre-University (South Australia Matriculation)**
Field of Study : Science
Major : Biology Science
Institute/University : Taylor's College, Subang Jaya
Grade : Grade A/1st Class
Graduation Date : Dec 1998

Professional Certification & Courses

March 2010 : Creating Value Through Social Etiquette & Protocol, MAICSA
Sept 2008 : Pre-contract Examination for Insurance Agents Certificate (LIFE)
Oct 2008 : Certificate In Investment-Linked Life Insurance, The Malaysian Insurance Institute
June 2003 : English Business Writing Skills, the British Council
March 2003 : English Language Course, the British Council
April& May 2003 : Volunteer Training Course, Double Blessing Disabled Independent Living Association

Employment Experiences

Company Name : WINBOND Group of Companies

Position Title : Personal Assistant to the Group Managing Director
Position Level : Senior Executive
Specialization : Secretarial/Executive & Personal Assistant
Industry : Consulting (Business & Management), Hotel & properties investment, F&B, Skin Care & SPA and other diversify business.
Duration : May 2006 – Present

Work Description:

- *Assist and timely execution for the Managing Director in all matters from companies' operations to personal matters.
- *Looking new business opportunities and gather relevant information as required for new business development.
- *Liaison with VIPs guests, bankers, vendors,lawyers, government bodies & travel agencies and others.
- * Properties management, purchase information, tenancy and legal issues.

Company Name : STAEDTLER Marketing Sdn. Bhd.

Position Title : Personal Assistant to MD
Position Level : Senior Executive
Specialization : Secretarial/Executive & Personal Assistant
Industry : Retail / Merchandise of Stationery
Duration : Dec 2005 - Apr 2006

Work Description:

- *Secretary and coordinator for all Marketing activities and events.
- * Facilitate Office Management and monitor corporate office & branches.
- * Well coordinate and support the Marketing department.

Company Name : University College Sedaya International (UCSI College)

Position Title : Finance Executive
Position Level : Executive
Specialization : Finance - General/Cost Accounting
Industry : Education
Duration : Feb 2005 - Dec 2005

Work Description:

- *Monitor all overdue payments, ensure smooth tuition fees & rental collections from the facility management.
- *Close follow up and assist students in loan applications status.
- *Provide financial counselling to students and parents.

Company Name : Basis(RMS) Services Sdn. Bhd

Position Title : Personal Assistant to General Manager
Position Level : Executive
Specialization : Secretarial/Executive & Personal Assistant
Industry : Consulting (Business & Management) in debt/recovery management service
Duration : Mar 2004 - Dec 2004

Work Description:

- * Assist GM in new business development.
- * Coordinate correspondence and schedule of the General Manager.
- * Compiled and prepared management reports and minutes of meeting.
- * Undertaking any tasks in Human Resources and Admin matters

Company Name : Orix Leasing Malaysia Bhd

Position Title : Branch Operation Officer
Position Level : Junior Executive
Specialization : Banking/Financial Services
Industry : Banking / Financial Services
Duration : Nov 2002 – Mar 2004

Work Description:

- *Coordinate branch operations in term of Hire Purchase and Leasing Applications.
- *Analyst business and financial status of each applicant.
- *Report and comment the applications after review the marketing report from Branch Marketing Officer.
- * Visit Branches quarterly and inspect leased machine/equipments.

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Skills

(**Proficiency:** **Advanced** - Highly experienced; **Intermediate** - Familiar with all the basic functionalities; **Beginner** - Just started using or learning the skill)

Skill	Years	Proficiency
MS Excel	>5	Advanced
MS Word	>5	Advanced
Teaching	5	Intermediate
MS Powerpoint	3	Intermediate
MS Access	1	Beginner
SPSS	1	Beginner

Languages

(**Proficiency:** 0=**Poor** - 10=**Excellent**)

Language	Spoken	Written
Chinese	10	8
English	9	9
Bahasa Malaysia	9	9
Japanese	2	2

Text Resume / Additional Info

I am a person who is willing to learn and perform efficiency on jobs. Job satisfaction is my career goal rather than money orientation. My strength is hardworking, independent and efficient at work. I hope my career path is developing in every single day.

Personal Strengths

Well developed with organisation skills & able to work independently, willing to learn & dedicative, self-motivated, hardworking and friendly, a great team player in team work

Other Languages

Cantonese/Mandarin spoken and written. Basic Japanese

Availability : Immediately after notice period of 1 month

Job Preferences

Willing to Travel : Light
 Willing to Relocate : Yes
 Possess Own Transport : Yes

Reference

Name : Ms. Iris Chong
 Relationship : Ex-colleague
 Position : Senior Associate in Bo Le Associates
 Tel : 012- 271 5663
 Email : yfchong1978@gmail.com

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