

Andrew Tan Sian Teck

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Experience	13 years
Current	Senior IT Executive Geniki Lines Sdn Bhd
Education	Informatics Institute Malacca Grad Diploma, Computer Science/ IT (1999)
Nationality	Malaysia

Experience

Jul 2006 - Present
(7 years 7 months)

Senior IT Executive Geniki Lines Sdn Bhd | Johor, Malaysia

Monthly Salary MYR 3,700

- Software enhancement / implementation - Softship LIMA.
- Database Administration & back-end support and maintenance.
- IT related task maintenance, troubleshoot. upgrade, backup and support.
- Agency back end support.
- Cost Saving and solution on IT related.

- ISO 9001:2008 Certified Internal Auditor.
- ISO 9001:2008 Management Representative.
- ISO 9001:2008 arrangement & co-operations.
- Completing ISO Decentralize and Renewal.

- Event Arrangement, material design/support. (Calendar, Note Book)

Jul 2005 - Jun 2006
(11 months)

System Engineering Music Valley Sdn Bhd | Johor, Malaysia

Monthly Salary MYR 1,700

- Maintenance Account System – SoftPac.
- Database control.
- Outlet Monthly Sales Summary.
- Outlet Cash Machine Maintenance.

Dec 2000 - Jun 2005
(4 years 6 months)

System Support / Customer Care Executive

Informatics Institute JB

Monthly Salary MYR 1,400

Designation :Customer Care Executive & System Support
Company :Informatics Institute (Johor Bahru)

Job Description

- Responsible for collecting course fee payment.
- Responsible for inventory of books and stationery.
- Conduct orientation for new students. Give them a tour of Informatics and its facilities.
- Attending to student queries regarding payment matters.
- Calling the students via phone to inform them of class cancellation.
- Responsible for creating and maintaining the student files as required by LAN.
- Designing the student card, notice, leaflet and etc.
- Dealing with supplier for purchasing of materials.
- Qualified Internal Quality Auditor.
- APTC Test Center Administrator (TCA)
- Network system administrator. Maintain and upgrade the system.
- Computer troubleshooting.
- Create and enforce measures to prevent the installation of illegal software.
- Maintenance of computer hardware.

Education

1999

Informatics Institute Malacca

Advanced/Higher/Graduate Diploma in Computer Science/Information Technology | Malaysia

Major International Diploma In Computer Studies
Grade Grade B/2nd Class Upper

1998

Informatics Institute Malacca

Advanced/Higher/Graduate Diploma in Computer Science/Information Technology | Malaysia

Major Advance Diploma In Computer Studies
Grade Grade B/2nd Class Upper

Skills

Advanced
Intermediate
Basic

Database Administration, OS Troubleshooting, MS DOS, MS Office, Internal Auditing
Photo Editing Software, Networking
LINUX

Languages

Proficiency level: 0 - Poor, 10 - Excellent

Language	Spoken	Written	Relevant Certificates
Chinese (primary)	10	6	-
English	8	8	-
Bahasa Malaysia	7	7	-

Additional Info

Expected Salary	MYR 4,000 (Negotiable)
Preferred Work Location	Johor, Kuala Lumpur, Anywhere in Malaysia

Personal Particulars

Date of birth	:04 December 1977
Gender	:Male
I/C No	:771204-01-6385
Nationality	:Malaysian
Marital Status:	:Single
Current Resident	:17, Jalan Cermat 6, Taman Pelangi, 80400 Johor Bahru, Johor, Malaysia.