

PERSONAL DATA

Name : LAI PECK WAI, KAREN

Age : 29

Date of Birth : 05TH APRIL 1983

Identity Card No. : 830405-10-5664

Passport No. : A 2680 0642

Nationality : MALAYSIAN

Status : MARRIED

Address : NO. 44, JALAN LAWA 6,
TAMAN PELANGI INDAH,
81800 JOHOR BAHRU, MALAYSIA

Height : 163CM

Weight : 52KG

Hobbies : JOGGING AND COOKING

Interest : TRAVELING AND GARDENING

Contact No. : 010-829 9063

Email Address : aries_klpw@yahoo.com

Expected Salary : RM2,600.00

EDUCATION BACKGROUND

YEAR

CENTURIA EDUCATION COUNSELLING & TRAINING CENTRE

(*CERTIFICATE OF PROFESSIONAL FLIGHT ATTENDANT COURSE*)

JUN' 2008 – NOV' 2008

PROGMATIC BUSINESS TRAINING CENTRE

(*FULL SET OF ACCOUNTS TECHNIQUE*)

JAN' 2007 – DEC' 2007

SF TOURISM ACADEMY SDN BHD

(*DIPLOMA IN TRAVEL AND TOURISM*)

DEC' 2000 – APR'2002

S.M.K SEKSYEN 24, SHAH ALAM

(*PENILAIAN MENENGAH RENDAH – PMR ;
SIJIL PELAJARAN MALAYSIA – SPM*)

JAN' 1996 – DEC' 2000

S.R.J.K (C) TAMAN RASHNA, KLANG

(*UJIAN PENCAPAIAN SEKOLAH RENDAH – UPSR*)

JAN' 1990 – DEC' 1995

WORKING EXPERIENCE

YEAR

BITS & BYTES MARKETING PTE LTD

(*ACCOUNTS ASSISTANT - RECEIVABLES*)

MAR' 2009 – MAY' 2012

JOB SCOPE

: Handle all a/c receivables, daily check all the incoming fund from the bank, daily prepare bank-in slip when received payments from customer, prepare daily incoming payments report to Managing Director, monitor the credit control, call to customers to ask for the outstanding payments, to submit daily E-invoices for the new sales, to provide monthly report, calculation of salesperson's commission, to prepare monthly report to claim the commission from suppliers, prepare monthly report to salesperson for their sales record, assist to salesperson to monitor their customer's payment pattern, to handle overseas purchase order..

REASON FOR LEAVING

: Personal reason

SALARY

: S \$ 2,000.00

WORKING EXPERIENCE

YEAR

RENTOKIL INITIAL SDN BHD

JUL' 2008 – FEB' 2009

(*BRANCH SUPPORT, SALES DEPARTMENT*)

JOB SCOPE : Handle incoming calls from customer, prepare all Service Agreements, propose quotation to customer, update daily, weekly and monthly sales reports, termination reports for all the sales group members and the management, backup the Customer Account Executive, Assist Key Account Manager and Senior Branch Manager..

REASON FOR LEAVING : Due to company shifting to Head Quarter, daily expenses increase.

SALARY : RM \$ 1,800.00

KOYE SDN BHD

MAY' 2005 – JUN' 2008

(*ACCOUNTS ASSISTANT*)

JOB SCOPE : Handle all account related work like prepare payment voucher, to issue cheques to the suppliers, purchase order, date entry, bank reconciliation, to prepare invoice to claim for the payment, processing of commission calculation for salesman, processing monthly sales income, prepare monthly report to the Site Manager, to assist Human Resources Manager to calculate worker's overtime..

REASON FOR LEAVING : Due to company management re-structure.

SALARY : RM \$ 2,200.00

MESSRS SALADIN & ASSOCIATES

MAY' 2002 – APR' 2005

(*CONVENYING CLERK*)

JOB SCOPE : To prepare Sales and Purchase Agreement, prepare Loan Agreement, to make arrangement with customer to come to office to sign the Agreement, arrange all the inflow and outflow of the documents with developers and the bankers..

REASON FOR LEAVING : To gain more experience and enhance knowledge in other fields.

SALARY : RM \$ 1,700.00

COMMUNICATION SKILL

LANGUAGES

English
Mandarin
Bahasa Malaysia

SPOKEN

Fair
Fluent
Fluent

WRITTEN

Fair
Fluent
Fluent

DIALECTS

Cantonese
Hakka
Hokkian

SPOKEN

Fluent
Fair
Fair

COMPUTER SKILL

Able to handle Microsoft Word, Excel, Outlook and Power Point.

REFERENCES

- 1) Name : Ms. Shirley Tan
Contact No. : 03-5122 8822
Company Name : **KOYE SDN BHD**
Address : No. 39B, Jalan Anggerik Aranda C 31/C
Kota Kemuning, Section 31
40460 Shah Alam , Selangor Darul Ehsan
Designation : Human Resources Manager and
Director's Personal Assistant
Relationship : Manager and Assistant
- 2) Name : Ms. Irene Sham
Contact No. : 03-5513 5620
Company Name : **MESSRS SALADIN & ASSOCIATES**
Address : Lot 10, 3rd Floor, Pusat Perdagangan UMNO
40100 Shah Alam, Selangor Darul Ehsan
Designation : Accounts Executive and Human Resources Manager
Relationship : Manager and Assistant