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Objectives

- Cope with Global Trend
- Continuous improvement, Skill Up
- Apply Corporate Social Responsibility
- Respect diversity in race and religion
- In line to The Mission and Vision of the Company

Linguistic Qualification

- 2010 : Pass Japanese Business Test Score J2
- 1994 : Pass JLPT level 1
- 1993 : Pass JLPT Level 2, Outstanding candidate award
- 1989 : Graduated Kokusai Gakyukai Japanese Language Institute, Tokyo

Linguistic Ability

- Read, Write, Speak : Japanese, English, Bahasa Malaysia
- Speak : Mandarin, Cantonese, Hokkien
- Translate: Meeting Minutes, Process Manual, Business Contracts, Audit Report, Speeches
- On site interpretation: Technical, Audit, Training, Meeting, TV Conference, Court Hearing
- E-mail and phone correspondence

Other Skills

- Microsoft Windows, Microsoft Office, Power Point.
- Good numerical skills.
- Business/Personal travel arrangements.
- Call Management/Conference Calls.
- Conference/Meeting Management.
- Diary Management.
- Recording Minutes for Meetings
- Ad hoc supervision.
- Quotation & negotiation
- Sales & Promotion
- Work assignment, dispatch
- Develop new Tour Itineraries (Custom made special needs itinerary)

Employment History

● **Position : Translator, Interpreter, Secretarial**

- ①. Brother Industries Technology (M) SB (26 Nov 2007 – 15 Mar 2013)
(Manufacturer : Ink Cartridges, printers, fax machine)
Contribution: Employee Satisfaction, 5S, Safety Upgrading. Travelling Costs Reduction

● **Position : Translator, Interpreter**

- ②. Isolite Ceramic Fibers Sdn Bhd, Pasir Gudang Johor (Jan 2006 – May 2007)
(Manufacturer : High heat insulation, ceramic fibers)
Contribution : Global Summit. Innovative Production Line set up
- ③. Institute Terjemahan Negara Malaysia, KL (Contract : Jan 1990 till Current)
(Government Certified Translation Institute)
Contribution : Culture Exchange and Global Business Exchange
- ④. Calsonic Compressor (M) Sdn Bhd, Pasir Gudang Johor (Contract : Jul - Sep 2005)
(Manufacturer : Automobile air compressor)
Contribution : Skill Up Training and Re Layout Project
- ⑤. Sanwa RC (M) Sdn Bhd, Kaw Perind. Tebrau, Johor Bahru (Contract : Jul 1995 - Dec 1998)
(Manufacturer : Remote control for radio and TV)
Contribution : Skill Up Training and Factory Reallocation Project

● **Position : Tour Guide (Tour Guide Registration No : 2174 - English Japanese Proficiency)**

- ⑥. Ministry of Tourism (Kementerian Kebudayaan, Kesenian dan Pelancongan M'sia)
Freelance Registered Tour Guide(Jun 2003 till Current)
Contribution : Continuous Upgrading of Tourism In Johor through Customized Packages
- ⑦. Kampung View Sdn Bhd. Johor Bahru (Jun 1990 - Jun 2003)
(Travel : Cutural Village, Tour Operation, Souvenir Shop)
Tour Guide cum Tour Manager
Contribution : Streamlining Tourism In Johor

● **Position : Primary 6 School Teacher**

- ⑧. School : Convent Light St. Penang (Jan 1985 – Dec 1986)
(Teach : Mathematics, Arts, Geography, Physical Education, English, Bahasa Malaysia)
Contribution : Restructuring Phase in Malaysia's Education System

Personal Profile

- Multi lingual : English, Japanese, Malay, Mandarin, Cantonese, Hokkien
- 24 years of Japanese Business interaction, dealing with native Japanese
- Lived in Japan for 2 years. Married to Japanese.
- Well verse with Japanese culture and etiquettes
- Sales, Marketing and Management duties in the Tour Business
- Being a high net worth individual, financial management is a living skill

Strength

- Challenging spirit, believe "If there is a will there is a way"
- Strong sense of responsibility
- Loyal, fun, friendly, enthusiastic, meticulous
- Excellent team spirit, adaptable, flexible, self-reliant, hard working
- Pro-active problem solver with a can-do attitude, takes total ownership of the problem
- Outgoing personality with excellent customer relationship management skills.
- Able to work under pressure in fast-paced dynamic environments.
- Meet high-pressure deadlines.
- Autonomous worker requiring little supervision, self-starter, and team player.
- Uphold utmost confidentiality on all confidential matters
- Interact professionally & diplomatically with internal staff and external clients.

Reason for leaving

- For better prospects.