



LIOW CUI NGOH

PERSONAL PARTICULARS

Name : Liow Cui Ngoh
Address : 728-1, Bt 10, Tangga Batu, 76300 Melaka.
Contact : +60166462206
Date of Birth : 14 April 1986
Place of Birth : Melaka
Sex : Female
Marital Status : Single

EDUCATION

University **July 2006- 2009**
University Tun Hussein Onn - Bachelor Degree of Information Technology and Multimedia
Malaysia, Batu Pahat, Johor.

Secondary School **2001-2005**
SMK Tinggi Melaka - STPM (2005)
SMK (P) Methodist, Melaka - SPM (2003)
- PMR (2001)

Primary School **1993-1998**
SJK(C) Poh Lan - UPSR (1998)

WORKING EXPERIENCES

Employer : **Syscomm Sdn Bhd**
Position held : Web Developer (trainee)
Duration : June – November 2009

Job descriptions :

- Develop the corporate website ensuring strong functionality.
- Develop relational database systems and their web interface.
- Organizes and publishes the web sites content to the Internet or Intranet web servers.
- Updates or adds the files to the site, manages web sites usability.
- Responsible for the design of company web pages, including graphics, animation and functionality.
- To monitor web server and site technical performance.

Reason for leaving: End of school attachment.

Employer : **Chiga Lights Sdn Bhd**
Position held : Administrative cum Customer Service
Industry : Manufacturing
Duration : December 2009 – May 2010

Job descriptions :

- Assisting sales department in administrative and coordinator support.
- Handled customers' purchase orders (PO) and delivery orders (DO).
- Assisted in the preparation of quotations and delivery orders.
- Liaised and negotiation with suppliers to support clients' requirements
- Coordinate with customers & vendors from local and oversea on sales related issues.
- Handle and resolve customer complaints.
- Process orders, forms, applications and request.
- Prepare forecast costing and budgeting cost.
- Record details of inquiries, comments and complaints.
- Manage customers' accounts and perform customer verifications
- Maintain appropriate records, files, documentation
- Send and reply customer's enquiries through email
- Data entry (update data into appropriate program)
- Fill up necessary documentation for filling and follow up purpose
- File document in both soft and hard copy and maintaining a record of the document
- any ad-hoc duties as assigned

Reason for leaving: Looking for better prospect and career advancement.

Employer : **HCOM TECHNOLOGY SDN BHD**
Position held : Tutor cum internal verifier
Duration : June 2010 - currently

Job descriptions :

- Designs and implements exercises and activities to facilitate students' academic improvement
- Maintain all records required to document student's attendance and academic progress
- Process orders, forms, applications and request.
- Schedules and conducts tutorials sessions
- Maintain appropriate records, files, documentation
- Assists with tutorial program evaluation
- Develop teaching or training materials like handouts, study materials or quizzes
- File document in both soft and hard copy and maintaining a record of the document
- any ad-hoc duties as assigned

Reason for leaving: Looking for better prospect and career advancement.

SKILLS

Computer

Microsoft Office Word
Microsoft Office Power Point
Microsoft Office Excel
Macromedia Dreamweaver
HTML
Adobe Photoshop
Adobe Illustrator
Adobe Flash
PHP

Language Ability : English, Malay, Mandarin