

Nancy yapp

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Apartment,
Persiaran Senibong
81750 Masai
Johor Bahru, Johor.

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Personal Profile

I have more than 10 years working experience in marketing and clerical. I've been working in Hypermarket as IT clerk, conveyance clerk in legal firm, hotel receptionist, and personal assistant at private company in Johor and Sabah. I'm a dynamic person and willing to learn. Seeking to obtain a position of administrative support in a well known company.

Key Skills

Personal Assistant

- Computer literate in Microsoft Windows, Word, Excel and Power point.
- Filling, light typing, sorting mail and other office activities.
- Pass to runner or outgoing myself for office purpose to bank in cheque, post and courier, filling income tax, follow up office business by phone calling. (employer provided car allowance and a company phone)
- Work independently in the office with less supervision.
- Responsible to get the job done after receiving task ordering by direct manager.
- Computer data entry and hard disk update.

Conveyance clerk

- Dealing with transfer of property.
- Assists the lawyer to serve the clients and preparing the procedure document.
- Responsible for sorting mail, filling and general office duties.

Receptionist

- To answer the telephone, attend to guests, clients.
- Handle customer phone request and arrange room for the guests.

IT clerk

- Data entry of stock list and prices in a large supermarket.
- General office duties.

Direct sells

- Door to door selling product around residential area.
- Cash handling and sales ability.

Education and Training

1985– 1987

St. Franchise Kindergarten

Kota Kinabalu

Kindergarten

1987 – 1992

SRJK(c) Cheng Min

Sandakan

Primary school

1993 – 1995

Sung Siew Secondary School

Sandakan

PMR

2006 – 2008

Super Tuition Centre

Johor

SPM, 4 credit in BM, BI, Moral, and Science.

2009 – 2010

Queensfield Business School

Singapore

Advance Diploma

Employment History

1998 – 2001

Forever Young

Sandakan

Direct seller

2001 – 2003

Servay Hypermarket

Sandakan

IT clerk

2003 – 2005

Hotel Ramai

Sandakan

Receptionist

2009 – 2009

Tan & Lee legal firm

Johor

Conveyance Clerk

2009– 2011

Perniagaan Berjaya Maju

Johor

Personal Assistant

Interests

- Fishing, reading and singing.

Referees

Mr. Lim
Manager
Perniagaan Berjaya Maju,
Kempas, Johor 81200
Phone: 0167718288

Expected salary : S 2000 (Negotiable)

Availability: Notice - 1 week

PERSONAL PARTICULARS

Gender	Female
Age	30
Date of birth	12 th Aug 1981
Nationality	Malaysian
Marital Status	Single
Race	Chinese
Religion	Buddhist
Passport Info	NRIC 810812125816
Has Driving License	Yes