**CURRICULUM VITAE**

**Stephanie Law**

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**PROFILE**

A dependable and highly skilled professional with overseas experience. Efficient and sound administrative and organisational skills combined with experience in coordinating/directing human resources activities.

**KEY SKILLS& SELECTED ACHIEVEMENTS**

* Strong attention to details and analytical skills demonstrated through accurate production and compilation of meeting reports, agendas and meeting minutes.
* A good communicator who excelled at disseminating information from senior management down and up to Board level. Strong writing skills (English), having written SOPs, company directives and minutes.
* Successfully provided project support in specific projects.
* Proven leadership skills having managed HR executives, administration assistants, receptionists and despatch clerk.

**PROFESSIONAL EXPERIENCE  
Sept 2012 - Present, HR & Admin Manager**

**Swiss Bio Pharma, Petaling Jaya**

* First joined the company as Recruitment Manager and later moved on to do HR
* Develop HR policies/programs and directing/ coordinating human resources activities such employment, labour relations, training and employee services
* Create and post job advertisements, pre-screen and shortlist interview candidates to fill vacant positions. Conduct first interview for most positions.
* Plan and conduct new employee orientation to foster positive attitude toward Company culture and goals.
* Identify, coordinate and provide skills training to product advisors (promoters).
* Write and develop SOPP/directives advising department managers/employees of new or change in company policy or human resources policies and practices.
* Prepare letters for hiring, confirmation, promotion, warning and separation/termination notices and related documentation, and conduct exit interviews.
* Conduct hearing and domestic inquiry before issuing show cause/warning letter.
* Develop and maintain a HR & Admin system that meets management and employees information needs. Also look into relevant forms creation.
* Supervise HR executives and provide direction for the successful implementation of policies by the HR team.

**AUSTRALIA**

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| **In Australia I took on mainly contract roles (6 to 12 months)** |

**Administration Manager Charterhall Real Estate, Perth (Jan 2010-May2011)**

* Worked closely with the Facilities Manager in facilities management
* Collected and reported on specialty turnover
* Managed Casual Lease enquiries and bookings
* Raised purchase orders and processing invoices
* Supervised and trained administration assistant in other administrative tasks like travel arrangements, office processes, banking, mailing, etc.

**Executive Assistant Teachers Union Health, Brisbane (Mar- Dec 2009)**

* Full Board level coordination of Board and Committee meetings, agendas, minutes, collation of reports
* Monitored all communication channels (telephone, mail, email) entering and leaving the Executive office
* Coordinated travel arrangements for the CEO, Executive Managers and Directors including liaison with providers, bookings, itineraries, receipts, reconciliation & maintenance of related records
* Performed and provided all administrative services with a focus on quality; provided on-going recommendations about business and service improvement
* Supervised the administrative assistant

**Executive Support Officer Royal Children’s Hospital ,Brisbane (Apr 2008-Feb 2009)**

* Preparation of meeting agenda and collation of meeting papers; extensive minutes taking
* Document control/maintenance of registers
* Update of Nurses Vacancy Report and Workload Grievances Forms
* Schedule nursing directors for weekly/fortnightly meeting to discuss outstanding issues
* HR and Recruitment processes

**Projects & Administration Officer Suncorp Bank, Brisbane (Feb 2006-Mar 2007)**

* Diary and email management for the National Manager, Corporate & International Trade Finance
* Maintained and audited customer databases for mailing and communication purposes
* Accounts Payable, AMEX and DHL reconciliation
* Office/workstation relocations and new staff security access application
* Project support given in the division’s restructuring, from assisting with planning papers, auditing customers’ database through to implementation.

**Office Administrator VHT Partnership, Sydney (Feb-Dec 2005)**

* Overall running/administration of the office
* PA support to the directors, diary and contacts management
* Filing – setting up of filing system for the office
* Maintenance of office supplies, equipments and general office cleanliness
* Petty cash, accounts payable, purchasing, bill payments, banking

**PA/Secretary to CFO Westfield Limited, Sydney (Jul-Dec 2004)**

* Diary management of the Chief Financial Controller and Financial Controller
* Collation and distribution of Management Report and AEC Report
* Handling of corporate credit cards, i.e. maintaining proper files and records for all cardholders and getting paperwork done for new applications, replacements and cancellations. Also had to liaise with the bank as an authorised representative
* Bank accounts – was in charge of the documentation for opening/closing of bank accounts for all Westfield centres and bank signatories
* Co-ordinate proper set-up of workstation and telecommunications equipment for new staff or relocation; maintenance of all office equipment, lightings, pantry and toilets;

**MALAYSIA**

**Executive Secretary/Corporate Administrator TANGS Departmental Store Jun 1997-Nov 2003**

* Provided PA support to the Store Director and corporate support to the Chairman and Chief Operating Officer when the Singapore directors were working from Kuala Lumpur.
* Field inquiries in the absence of the Store Director and followed up on issues that required feedbacks from the department heads
* Compilation and submission of Management Reports to the directors. Also prepared monthly sales trends chart/report
* Minutes taking at Management Meeting, Department Meeting, Merchandising Meeting, others;
* Maintained and updated concessionaires agreements;
* Supervised 5 staff, i.e. 2 receptionists, despatch clerk, tea-lady and driver

**Confidential Secretary Berjaya Leisure Berhad May 1993-Jun 1997**

* Assisted the Vice-President, Operations in discharging his responsibilities to all 7 hotels and resorts, 3 prestigious clubs, bowling entertainment complex, a service apartment, a luxury cruise liner and 3 restaurants
* Produced and compiled new Policies, Standards and Procedures for distribution to all properties
* Diary management and arrangements of travel and accommodation
* Acted as relief PA to the Executive Director in the absence of his secretary
* Co-organised events like annual staff dinner/gathering, Secretaries’ Week celebration, etc.

**Confidential Secretary Shangri-La’s Rasa Sayang Hotel, Penang Feb 1991-Apr 1993**

* Compilation and distribution of Shangri-La Group’s (Penang) management and financial reports
* Took minutes of Credit Meeting, F&B Cost Control Meeting, Capital Expenditure Meeting, Budget Meeting, Department Heads Meeting and other ad hoc meetings
* Assisted the accountant to liaise with relevant government bodies on the application and renewal of the hotels’ licenses
* Diary management, travel arrangements and other administrative and secretarial support

**TECHNICAL SKILLS AND QUALIFICATIONS**

* Diploma in Executive Secretaryship – Stamford Group of Colleges, Singapore & Malaysia

**Computer Skills**

* MS Word/Ms Excel → Intermediate - Advanced
* MS Powerpoint → Intermediate
* MS Access → Basic - Intermediate
* SAP →Basic - Intermediate