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| **Personal Details** |

Name : Lee Fui Suan @ Karen

Correspondent Address : No.85, Lorong Tamarind

Southern Park

41200 Klang

Selangor Darul Ehsan

Mobile : 012-646 6769

Email address : [karenleefs@gmail.com](mailto:karenleefs@gmail.com)

Date of birth : 29 October 1978

Place of birth : Sandakan, Sabah

Nationality : Malaysian

Sex : Female

Race : Chinese

Marital Status : Married

Language : English, Malay and Chinese (Cantonese)

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| **Personal Statement** |

An ambitious and hard working individual, my significant tenures at highly respected companies are testament to my commitment and ability. I handle multiple tasks on a daily basis competently, working well under the pressure. Frequent acknowledgment of my contribution from senior management illustrates still further my potential value to your company.

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| **Career summary** |

**Goodway Integrated Industries Berhad**

Business Nature and location : Manufacturing Rubber for compound and tyre

retreading

Duration : January 2014 – current

Designation : Secretary

Last drawn salary : RM4,700

Reporting channel : CEO

Job Scope

* Maintain the confidentiality of office records, files & personal matters including the CEO nature of works.
* Assisting secretarial and administrative functions for CEO.
* Co-ordination HR related matters
* Liaise with company secretarial
* Liaise with lawyer on legal matters.
* To schedule appointments and meeting (internal and external) for CEO.
* To coordinate meeting arrangement (refreshment, drinks & setup projector/laptop) and to take minutes of meeting.
* To arrange travel itinerary (hotel, flight, visa and transportation) for MD, ED and GM. Do web check in.
* To monitor CEO monthly payment and ensure to make payment on time.
* To follow up on the outstanding matters which required by CEO and to update CEO from time to time.

**\*** To co-ordinate Annual General Meeting.

**Klang Hock Plastic Industries Sdn Bhd**

Business Nature and location : Manufacturing Plastic

Duration : Aug 2012 – Jan 2014

Designation : Secretary

Last drawn salary : RM4,650

Reporting channel : Managing Director, Executive Director and General

Manager

Job Scope

* Maintain the confidentiality of office records, files & personal matters including the superior’s nature of works.
* Assisting secretarial and administrative functions for MD, ED and GM.
* To schedule appointments and meeting (internal and external) for MD and update ED on GM schedule weekly.
* To coordinate meeting arrangement (refreshment, drinks & setup projector/laptop) and to take minutes of meeting.
* To arrange travel itinerary (hotel, flight, visa and transportation) for MD, ED and GM. Do web check in as well.
* To book hotel and flight for office employees.
* Handle phone calls and draft correspondence (mails, emails, faxes & etc).
* To check MD’s email and translate into chinese for MD.
* Manage office of MD, ED or GM absence, and ensures all matters requiring their attention are redirected with discretion and attended to meticulously.
* Collate, submit and track expenses claims for MD, ED and GM.
* To issue MD personal cheques and monitor his expenses. To do monthly reconcile MD personal banking account and submit to GM for her checking purposes.
* To monitor MD monthly payment and ensure to make payment on time.
* To compile documents for tax submission for MD, ED and GM and submit to taxation company.
* Ensure cleanliness of MD, ED and GM’s office.
* To make booking of restaurant
* To coordinate advertisement – to advertise our product in the magazine
* To liaise with maid agency for MD & GM.
* To arrange and keep track schedule for MD and ED drivers.
* To assist on company event (company dinner for festive lunch eg. CNY, Hari Raya and Deepavali) and any other dinner gathering.

**Puncak Niaga (M) Sdn Bhd**

Business Nature and location : Water Treatment Plant, Shah Alam

Duration : June 2010 – July 2012

Designation : Executive Secretary

Last drawn salary : RM4,314

Reporting channel : Executive Director – Executive Chairman’s Office

Job Scope

* Maintain the confidentiality of office records and files including the superior’s nature of works.
* Provide administrative support to prepare correspondence, reports in formats such as Ms Words, processing and spreadsheets.
* Process and distribution of incoming and outgoing correspondence, claims and annual

leave for Executive Director.

* Arrange for internal and external appointments and meeting for Executive Director.
* Ensure proper, effective and updated filing system and maintenance of office files.
* Provide general secretarial and operational support to ensure the work is completed

within time frame given.

* Workclosely with all departments and external parties to ensure a smooth flow on daily

operation.

* Remind and keep Executive Director updated on his daily schedule.
* To inform/updated driver on Executive Director daily schedule.
* Planning, identifying and collecting information when required.
* Screen and answer phone calls and email inquiries to the office.

**Secure Parking Corporation Sdn Bhd**

Business Nature and location : Parking Operator, NZX Ara Jaya – Petaling Jaya

Duration : April 2007 – May 2010

Designation : Secretary

Last drawn salary : RM3,600

Reporting channel : Within 3 years with Secure Parking (reporting to Assistant

General Manager and Regional Manager)

Job Scope

* Assist Managing Director’s Personal Assistant on ad-hoc assignments and functions related

duties as an when required.

* Manage appointments and schedules, prepare document and make travel arrangements and complete travel authorization.
* Arrange travel itinerary and ensure the travel arrangements is in order.
* Take minutes during internal meetings and other assorted ad hoc as per Assistant GM/

Regional Manager request.

* Compiling sales report and assorted reports which required by Assistant GM/Regional

Manager.

* Coordinate and follow up on operations correspondence with Area Business Manager

and Sales Team which reporting to Assistant GM/Regional Manager.

* Provide general secretarial and administrative support to Assistant GM/Regional Manager

and Area Sales Manager.

* Screen and answer phone calls and email inquiries to the office.
* Arrange company dispatch daily schedule.
* To inform/updated driver on Regional Manager daily schedule.
* Coordinate company newsletter and proof read, check before proceed for final printing.
* Ensure optimal communication flows between the Assistant GM/Regional Manager and

Area Sales Manager or Sales Executive through effective use of written, verbal and electronic communication.

* Translate documents/letter from Bahasa Malaysia to English and vice verse as required.
* Assist in preparation of financial operations budget and any other reports for Operations

Department.

* Coordinate stock/stationeries for car park usage.
* Conducting internet research/information.
* Applying car park license.

**IBM MALAYSIA SDN BHD**

Business Nature and location : Information Technology, Bandar Utama – Petaling Jaya

Duration : Nov 2005 – Feb 2007

Designation : Secretary

Last drawn salary : RM2,600

Reporting channel : Country Software Manager

Job Scope

* Assisting Country Software Manager and 6 other managers in Software Group.
* Coordinate meetings which include notify attendees, setup conference call, book meeting room, prepare meeting materials and prepare meeting agenda.
* Ensure optimal communication flows between the Country Software Manager and

Managers in Software Group through effective use of written, verbal and electronic communication.

* Assisting new hire (arrange security pass, collect laptop & etc).
* Assist and greet external or internal from overseas visitor.
* Provide general secretarial and administrative support to Country Software Manager,

6 Managers and Software Group peers.

* Arrange travel itinerary and ensure the travel arrangements is in order which include

applying visa.

* Screen and answer phone calls and email inquiries to the office.
* Assisting Country Software Manager to approve bid (sales target), leave and claims.
* Draft correspondence, take dictations and type correspondence via email.
* Submitting claims and any other requirements.

**Batey Retail Sdn Bhd**

Business Nature and location : Advertising Agency, Taman Tun Dr Ismail – Kuala Lumpur

Duration : Apr 2001 – November 2005

Designation : Secretary

Last drawn salary : RM2,050

Reporting channel : Managing Director

Job Scope

* Manage appointments and schedules, prepare document and make travel arrangements and complete travel authorization.
* Screen and answer phone calls and email inquiries to the office. Divert the relevant calls

to the relevant department and personnel.

* Ensure proper, effective and updated filing system and maintenance of office files.
* Draft correspondence, take dictations and type correspondence.
* Ensure optimal communication flows between the Managing Director and Sales Team,

Designers, Photographer and Creative Director through effective use of written, verbal and electronic communication.

* Arrange and monitor dispatch daily routine.
* Applying Managing Director working permit.
* Manage office stationeries, office equipment and etc as required.
* Greet internal and external visitors.
* Proof read and check the art work before proceed for printing.
* Translate art work from Bahasa Malaysia to English and vice verse.
* Coordinate with suppliers, printing company and clients.

**Kao Trading (M) Sdn Bhd**

Business Nature and location : Consumer product, Petaling Jaya

Duration : March 2000 – March 2001

Designation : Admin Assistant

Last drawn salary : RM1,200

Reporting channel : Operations Manager

Job Scope

* Provide general secretarial and administrative support to Operations Manager.
* Ensure proper, effective and updated filing system and maintenance of office files.
* Draft and type correspondence.
* Preparation of sales report and sales chart.
* Daily data entry on FOC product and dealing with warehouse.
* Assisting Head of Operations and Sales Director if needed.

**Lin & Co Sdn Bhd**

Business Nature and location : Legal Firm, Damansara Utama

Duration : May 1999 – March 2000

Designation : Admin Assistant

Last drawn salary : RM1,000

Reporting channel : Lawyer

Job Scope

* Provide general secretarial and administrative support to 2 lawyer and Head of

Administrative.

* Ensure proper, effective and updated filing system and maintenance of office files.
* Draft and type correspondence.
* Arrange appointments and schedule meetings for lawyer.
* Handling clients.

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| **Systems used** |

* MS Excel
* MS Words
* MS Powerpoint
* Lotus Notes
* Dreamweaver and Photoshop (need some time to refresh memories)

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| **Academic Qualifications** |

**College**

Institution : Stamford College, Petaling Jaya

Duration : 1998 – 1999 (1 year)

Course : Private Secretarial Certificate (PSC)

Qualification : Higher Diploma

**College**

Institution : Saito College, Petaling Jaya

Duration : 1996 – 1997 (2 years)

Course : Graphic Design

Qualification : Diploma

**Secondary School**

Institution : Sekolah Menengah Sung Siew, Sandakan - Sabah

Duration : 1991 – 1995 (5 years)

Qualification : Sijil Pelajaran Menengah (SPM) – Grade 1

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| **Personal Characteristic** |

**Personal Qualities**

My colleagues describe me as a person who is diligent, responsible, enthusiastic and helpful

in my work. I have been described as a person with good natured disposition and tactful in my

dealing with superior and peers.

**Preferred Working Style**

I prefer to work in a fairly organised environment. I am willing to learn, committed and dedicated, yet realistic about my chances of completing task with success.

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| **Referees** |

Available on request