Position Applied : Accounts Executive

**PROFILE :**

Name : Lee Fong Ling

Age : 41 years old

Gender : Female

Race : Chinese

Marital Status : Married

Nationality : Malaysian

**EDUCATION / QUALIFICATION**

Institution : University Kebangsaan Malaysia ( 1994 – 1997 )

Qualification : Bachelor Of Economics (2nd Class Upper)

**EMPLOYMENT HISTORY**

1. Name of Company : MAC Technology Sdn Bhd

Date Joined : Aug 1997 – Jan 2000

Position Held : Purchasing Officer

Job Responsibilities : Sourcing, planning & controlling of materials in charge

Liaise with suppliers on all matters related to materials in charge

Reason of Leaving : Moving to Oversea – Taiwan

Last Drawn Salary : RM 1800

2. Name of Company : Wonderful Bentwood Taiwan Co. Limited

Date Joined : April 2000 – Dec 2004

Position Held : Account Assistant

Job Responsibilities : Accounts Receivable and Payable, Payroll, Office administration

Reason of Leaving : Family relocate to Malaysia

Last Drawn Salary : RM2700

3. Name of Company : Yikchun Wood Industries ( M ) Sdn Bhd

Date Joined : Jun 2005 – Aug 2011

Position Held : Account Executive

Job Responsibilities : Preparation of full set of account

Cash flow management, book keeping, cheque issuance

Payroll

Liaison with auditors/tax agents

Reason for Leaving : Taking care of children

Last Drawn Salary : MYR 3500

**LANGUAGE PROFICIENCY**

**SPOKEN** **WRITTEN**

English 7 7

Bahasa Malaysia 8 7

Chinese 9 8

**ADDITIONAL INFORMATION**

Computer Knowledge : MS Words, MS Excel

Willing to Travel : Yes

Availability : Immediate (After 1 week notice)

Expected Salary : MYR 3500 (Negotiable)

Referees:

Name: Jeslyn Yooi (Senior HR Manager)

Relationship: Friend

Years Known: 13