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Objective: Experienced and motivated junior admin executive with over 6 months of experience looking to leverage extensive background in business administrative management and basic accountancy into an entry level management trainee position with dynamic working environment.

EDUCATIONAL BACKGROUND

SEP 2013 – NOV 2016	Bachelor of Service Economics , <i>University Malaysia Sarawak, Faculty of Economic and Business – Kota Samarahan, Sarawak.</i>
9 MAY 2011 - 13 DEC 2012	STPM , <i>Sekolah Menengah Kebangsaan Batu Lintang – Jalan Kolej, 93200 Kuching, Sarawak.</i>

SUMMARY OF QUALIFICATIONS

Computer Literate Skills	<ul style="list-style-type: none">• Proficient in uses of Microsoft Office tools such as MS Word, MS Excel, and MS Powerpoint.• Familiar with POS system, Information Management software, UBS accounting, and Wrike project management tools
Leadership Qualities	<ul style="list-style-type: none">• Value teamwork over individually.• Good cooperation with other colleagues in completing several projects and curriculum events as scheduled.
Analysis Skills	<ul style="list-style-type: none">• Extensive background in knowledge management, statistic, financial management, and project planning and evaluation.
Accountancy Basic	<ul style="list-style-type: none">• General bookkeeping and GST knowledge equipped. Undergone practical training in accounting department.
Languages	<ul style="list-style-type: none">• Able to speak and written in 3 languages (English, Chinese, and Malay), ready to handle all phone inquiries and emailing.

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EXTRA-CURRICULAR EXPERIENCE & ACHIVEMENTS

- 2nd MAY 2015 **Leader of Decoration Unit**, in *Faculty of Economics and Business Annual Dinner 2015*.
Responsible in allocate work task among the team member, analyse items needed, budget analysis, design plan, and update the progress.
- 22nd NOV 2014 **Vice Secretary**, in *Project of Ping Pong Club, University Malaysia Sarawak*.
Accomplished event management activities, enhance the teamwork skill in organized station games for participants, performed the budger analysis, and reporting.

HONOR AND AWARD

- 2013/ 2014 – 1 • Dean's List for 3 Semesters with exam result equal or above
2014/ 2015 – 1 GPA 3.5, University Malaysia Sarawak.
2015/ 2016 – 2

WORK EXPERIENCE

- OCT 2016 – **Admin Executive**, *Kwang Tai Development Sdn Bhd – Jalan*
FEB 2017 *Sekama, Kuching*.
Execute, update and perform data entry task using NAS network system and Wrike (Project Management Software), prepare meeting minute and undergo documentation task. Deal with subcontractors in term of procurement, renovation procedure, and ensure the renovation work meet the deadline of project. Undertaking suppliers' quotation, tax invoice and others related clerical works for bookkeeping purpose.
- JULY 2016 – **Executive Secretaty Trainee**, *Kuching Buddhist Society – Jalan*
SEP 2016 *Laksamana Cheng Ho*.
Responsible for maintain executive's agenda and assists in planning appointments, board meetings, handle confidential documents to ensure they remain secure. Performed word processing and data entry task using MS Office Tools, Information Management Software. Handling filing system in form of computerized and transaction records in an accessible ways.
- DEC 2012 – **Part-time Cashier**, *Wan Jia Departmental Store – Jalan Hui Sing,*
DEC 2015 *Sarawak*.
Responsible to receive payment in the form of cash and credit card, identify prices of goods, calculate total payments received during a particular period, compile sales reports, and resolve customer complaints.

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- MARCH 2011 – **Taekwondo Instructor**, *Sarawak Taekwondo Association (WTF)*
OCT 2012 – *Jalan Satok, Kuching.*
Teach and promote taekwondo self defense technique, developed student's physical skills and discipline, interact with students schedule the training session.
- 2009 – 2010 **Part-time Waiter**, Fook Xing Seafood restaurant – Jalan Sekama, Kuching.
Take orders from patrons for foods or beverage, present menus to patrons, serve specialty dishes at tables as required, collect payments from customers.

References:

Angel Phang

Manager, Kwang Tai Property Management Team
No.147, Lot 224, Section 60,
Jalan Sekama
93300 Kuching, Sarawak.

Mr. Haslan Ottot

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Miss Tan Chiew Lee

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