



Liew Kah Pau
Administration Assistant (1 year 1 months)
Bestbricks (Sabah) Sdn Bhd

(+60) 148758346 | nanolkp92@gmail.com | MYR 1,500 | Sabah

Experience

1 year 1 month of total experience

Mar 2016 - Apr 2017
(1 year 1 months)

Administration Assistant
Bestbricks (Sabah) Sdn Bhd | Sabah, Malaysia

Industry	Chemical / Fertilizers / Pesticides
Specialization	Clerical/Administrative Support
Role	Data Entry Personnel
Position Level	Fresh / Entry Level
Monthly Salary	MYR 1,700

- The job mainly on liaise with other departments on processes and for documentation. Did not direct deal with customers and does not involve in sales & marketing activities.
- Constant monitoring balance of fertilizer product collected by customers by record and update in spreadsheet for own references
- Frequently communicate with office staff at factory (FMP Mile 8) side by phone call from HQ office regarding with fertilizer arrangement
- Input stock into system based on daily production report issued by FMP. Transfer goods in and out for raw materials with specific empty bag to mix into fertilizer for sales
- Create sales order for new order for trading/export/estate customer to collect at mixing plant after received purchase order or internal purchase requisition from trading dept, purchasing dept or agriculture dept
- Create memo note and send delivery schedule, coordination note by scan & email to notify FMP to prepare the fertilizer for estate customer
- Issue tax invoice when trading/export/estate customer go to load fertilizer at FMP
- Process and handle when received Internal Purchase Requisition (IPR) from Sandakan, Lahad Datu branch to order raw materials from fertilizer's supplier for open market sales or stock
- Proceed IPR and hand over to purchasing dept to get confirmation of purchase order after obtained signature approval from Admin Manager & General Manager
- Issue Goods Transport Agreement & Collection Order for company hired transporter to collect and deliver fertilizer raw materials from supplier warehouse
- Manage all inbound and outbound documents for Bestbricks and pass to account dept/purchasing dept/trading dept/agriculture dept or mail to other Sabah branches respectively when required
- Data entry and update record of security guard inspection form for salary deduction according to the key time papers from FMP, then pass to HR after signed by manager
- Manage all documents (hardcopy & softcopy) by categorizing, filing, labeling and archiving
- Handle incoming phone calls, email, company chat, follow up for enquiry and assist superior in general administrative duties regarding fertilizer in industry dept at Tawau HQ office

Jul 2015 - Jan 2016
(5 months)

IT Intern
AppAsia Studio Sdn Bhd | Kuala Lumpur, Malaysia

Industry	Computer / Information Technology (Software)
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Specialization	IT/Computer - Software
Role	Software Engineer/Programmer
Position Level	Fresh / Entry Level
Monthly Salary	MYR 700

- Use Appcelerator Studio to study, analyse, design, participate in development, implementation and enhance existing codes for cross platform mobile applications by using JavaScript
- Build apk to test on handheld & tablet devices
- Participate in projects and team meetings. Routinely report to supervisor and work closely with product team
- Research and source for new mobile application ideas, features, and latest technologies in the market
- Perform R&D work to enhance ideas of mobile application features
- Create App Design Document (Technical Documentation) to propose a new mobile application
- Create UML diagram (Activity Diagram) for the functionality flow
- Use SourceTree to pull & push source code into Git server repository
- Use Trello to update tasks progress
- Use Marvel app to put the UI layouts for prototype overview
- The mobile app projects are the update of previous version 1 and it is about searching nearby interesting places using Google API and GPS, there is no database implemented.

<https://play.google.com/store/apps/details?id=com.appasia.muslimtraveller>
<https://play.google.com/store/apps/details?id=com.appasia.nearbychina>
<https://play.google.com/store/apps/details?id=com.appasia.nearbyindia>

Feb 2012 - Jul 2012
(6 months)

General Clerk

Wong Chua & Co. | Sabah, Malaysia

Industry	Accounting / Audit / Tax Services
Specialization	Clerical/Administrative Support
Role	Clerk
Position Level	Fresh / Entry Level
Monthly Salary	MYR 550

- Provide general clerical, accounting support and report to accountant
- Maintain proper filing and documentation such as opening balance, arrange files in storeroom
- Attend to all other administrative related duties such as audit test, printing, photocopy, fax and answering phone calls

Education

Nov 2016

Universiti Utara Malaysia (UUM) Sintok, Kedah

Bachelor's Degree in Computer Science/Information Technology | Malaysia

Major	Software Engineering
CGPA	3.34 / 4.0

Bachelor of Science with Honours (Information Technology)
B.Sc.IT. (Hons) Second Class Upper

Dec 2011

SM St.Patrick Tawau, Sabah

Higher Secondary/STPM/"A" Level/Pre-U in Arts | Malaysia
CGPA 3.0 / 4.0

MUET - Band 3

Skills

Intermediate	Microsoft Office
Basic	Java, JavaScript, SQL Server, HTML, CSS, Adobe Photoshop, Visual Basic. NET, Visual C# .NET

Languages

Proficiency level: 0 - Poor, 10 - Excellent

Language	Spoken	Written
Chinese (Primary)	9	7
Bahasa Malaysia	8	7
English	5	6

Jobstreet English Language Assessment (JELA)
Date Taken 10 Jan 2016
Score 30/40

Additional Info

Expected Salary	MYR 1,500
Preferred Work Location	Sabah

Other Information

CAREER OBJECTIVE:-

Seeking a challenging career with a progressive organization that provides an opportunity to capitalize my technical skills & abilities in the field of information technology (IT) especially in East Malaysia

a) WORK PREFERENCES:-

Status: Currently unemployed, actively looking for job

Desired position: Fresh/Entry Level Information Technology (IT) programmer role

Availability for travel: No

Availability for change of residence: Yes

Completed graduation: 14 NOVEMBER 2016

Availability: ASAP / Able to start work immediately

Current address: Batu 8, Jalan Rangu, 91033 Tawau, Sabah

Own transport: No (do not possess own vehicle)

b) CERTIFICATE: CCNA Exploration: Network Fundamentals

c) OTHER RELEVANT EXPERIENCE:-

- Took online free courses (Microsoft Virtual Academy, Codecademy, SoloLearn etc.) to learn programming languages, software tools that related to information technology while in progress of seeking full-time IT job

d) INTERVIEW:-

- Kindly give early notice so that I can make travel arrangement for onsite interview, alternative phone/skype interview also available

e) RELEVANT COURSES TAKEN:-

STIA1014 INTRODUCTION TO PROGRAMMING

STQM1203 MATHEMATICS FOR INFORMATION TECHNOLOGY

BPME1013 INTRODUCTION TO ENTREPRENEURSHIP

SBLE1043 ENGLISH FOR COMMUNICATION II

STIA2024 DATA STRUCTURES AND ALGORITHM ANALYSIS
STIK1014 COMPUTER SYSTEM ORGANIZATION
STIN1013 INTRODUCTION TO ARTIFICIAL INTELLIGENCE
STQS1023 STATISTICS FOR INFORMATION TECHNOLOGY
SBLE2103 PROCESS WRITING
STID3014 DATABASE
STID3024 SYSTEM ANALYSIS AND DESIGN
STIJ2024 BASIC NETWORKING
STIW2024 SOFTWARE ENGINEERING
STID3113 RESEARCH METHOD IN IT
STIK2044 OPERATING SYSTEM
STIV2013 HUMAN COMPUTER INTERACTION
STIW2044 MOBILE PROGRAMMING
STIW3044 WEB ENGINEERING
BWFF1013 FUNDAMENTALS OF FINANCE
STID3074 IT PROJECT MANAGEMENT
STIW3034 SOFTWARE TESTING & QUALITY ASSURANCE
STIW3054 REAL TIME PROGRAMMING
STQM2103 DISCRETE STRUCTURE
SBLF1023 GERMAN I
STID3144 KNOWLEDGE MANAGEMENT
STIW3064 COMPONENT BASED DEVELOPMENT

About Me

Gender	Female
Age	25 years
Address	Sabah, Malaysia
Nationality	Malaysia