
Experience

9 years of total experience

Aug 2017 - present **Billing assistant**

ECU WORLDWIDE SG PTE LTD

Industry Logistics/Freight Forwarding

Specialization Transshipment

Position Level Junior Executive

- Checking our on carriage tariff rate and verify POL profoma accordingly to do final billing
- Dealing dispute between POL and POD
- Monthly update rate in excel sheet distribute by our management
- Meticulous into detail of quote term by management and other party.
- Keep follow up pending invoices with related party

Sep 2015 - Aug 2017 **Account assistant**

(2 years)

Serba Wangi (PG) Sdn Bhd | Penang, Malaysia

Industry Agricultural / Plantation / Poultry / Fisheries

Specialization Clerical/Administrative Support

Position Level Junior Executive

- Routine sales data entry in AutoCount Accounting system.
- Verify petty cash claim receipt and data entry.

- Supplier invoice update and data entry,
- Monthly do bank reconciliation.
- Inter branch ledger matching and conciliate.
- Monthly prepare supplier payment.

Nov 2014 - Apr
2015

Senior Account Assistant

(6 months)

Mattel (M)Sdn Bhd | Penang, Malaysia

Industry Manufacturing / Production

Specialization Finance - General/Cost Accounting

Position Level Senior Executive

- Daily do matching invoice job by Mattel database system.
- Analysis general ledger for monthly finance report.
- Liaise with relevant department/party to solve the outstanding invoice pending to match
- Do reconciliation in end of month
- Document filling

Apr 2014 - May
2014

Marketing Consultant

(2 months)

LivingSocial | Penang, Malaysia

Industry Advertising / Marketing / Promotion / PR

Specialization Advertising/Media Planning

Position Level Junior Executive

- Looking for potential customer in Bukit Mertajam, Butterworth area by walk in or internet research
- Introduce and convinced customer to our company marketing strategy, both party benefits & services
- Prepare proposals for customer review and advice give through study successful past deal
- Generate customer deal in Sale force
- Coordinate related department to ensure customer's advertisement can be launch smoothly
- Prepare own sales report and perform weekly

Feb 2013 - Mar
2014

Logistic cum Customer Service

(1 year 2 months) **UWC HOLDINGS SDN BHD | Penang, Malaysia**
Industry **Manufacturing / Production**
Specialization **Customer Service**
Position Level **Junior Executive**
- Data entry of customer purchase order & updates of delivery record in order to feedback customer
- Generate Job Order for production and liaise with related department ensure on time delivery able to achieve
- Coordinate and schedule delivery with store for transport arrangement
- Prepare shipping document
- Use Emas system to manage confidential document, record for smooth data retrieving

Feb 2012 - Feb
2013

Customer Service

(1 year 1 month) **SINWINCO ENGINEERING SDN.BHD.**
Industry **Manufacturing / Production**
Specialization **Marketing/Business Development**
Position Level **Junior Executive**
* TO SERVE WALK-IN-CUSTOMER, INTRODUCE OUR COMPANY PRODUCT.
* INTERNET SEARCH POTENTIAL CUSTOMER THAT POSSIBLE INTEREST OUR COMPANY PRODUCT.
* TO FOLLOW UP POTENTIAL CUSTOMER I BEEN CONTACT.
* TO ENSURE MACHINE REPAIR CAN FIXED IN TIME ACCORDING WTH CUSTOMER REQUEST.
* ISSUE SALES ORDER BY UBS SYSTEM.
* COORDINATE WITH PRODUCTION&PURCHASING DEPARTMENT FOR MANAGEMENT PURPOSE.

Education

2009 **Tunku Abdul Rahman College (TARC)**
Diploma in Business Studies/Administration/Management | Malaysia

Skills

Intermediate **Procurement Management, Accounting Software**

Basic **Customer Service**