Last Updated: 20 Sep 2017

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Expected Salary :  **MYR 2,800** | **Chick Yeng Foo**  Admin Assistant at Joterix Sdn Bhd (Previous)   |  |  | | --- | --- | | Experience | 15 years | | Previous | Admin Assistant  MIDAS SDN BHD | | Education | SMK TAMAN Ehsana  Secondary Sch, spm (2002) | | Nationality |  | | Mobile No. | 169825043 | | Email | sakura\_foo@hotmail.com | | Age | 32 years old | | Location | Shah Alam | |

**Experience**

|  |  |
| --- | --- |
| Jan 2015 - Mar 2017  (2 years 2 months) | **Admin Assistant**  Joterix Sdn Bhd |  Industry Others  Position level Asc Degree  Monthly Salary MYR 2,700  MICROSOFT OFFICE 2013 EXCEL AND WORLD  - open invoice and delivery order  - contact customer,  - help account |
| Sep 2013 - Dec 2014  (1 year 3 months) | **Admin Assistant**  MIDAS SDN BHD |  Industry INVOICING  Position level Asc Degree  Monthly Salary MYR 2,600  MICROSOFT OFFICE 2013,  EXCEL AND WORLD  Open do and invoice |
| Jul 2007 - Sep 2013  (6 years 2 months) | **Admin Assistant**  Tech Seng Marketing Sdn Bhd |  Position level Bachelor's  Monthly Salary MYR 2,700  MICROSOFT OFFICE 2013 EXCEL AND WORLD  - customer service  - admin ass. in door sales  - opne invoice and do also cash bill  - service customer and contact supplies  - call supplier and quoatation |
| Apr 2003 - May 2006  (3 years 1 month) | **Admin**  Hoctrade Sdn Bhd |  Position level Asc Degree  Monthly Salary MYR 1,600  MICROSOFT OFFICE 2013 EXCEL AND WORLD  - customer servicing  - sales coodinator in door  - open do and invoice |

**Education**

|  |  |
| --- | --- |
| 2002 | **SMK TAMAN Ehsana**  Secondary Sch in spm |

**Skill**

|  |  |
| --- | --- |
| Advanced | Administration Work, Customer Service, Purchasing, Sales Coordinating,logistic |

**Languages**

**(Proficiency level: 0 – Poor, 10 - Excellent)**

|  |  |  |  |
| --- | --- | --- | --- |
| Language | Spoken | Written | Relevant Certificates |
| Secondary Sch | 10 | 0 | - |
| - | 5 | 1 | - |
| Other Language | - | | |

**JobStreet English Language Assessment (JELA)**

Date Taken 15 Feb 2016

Score 14/40

**Additional Info**

Expected Salary MYR 2,800

Preferred Work Location ,

**About Me**

|  |  |
| --- | --- |
| Gender | Female |
| Address | 180 jln 4D,, kg baru subang, Shah Alam, 40150, |