Last Updated: 28 Sep 2017

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Expected Salary :  **MYR 2,500** | **Imoon Lim**  Account & Admin Assistant at Marque Asset and Property Management Sdn Bhd (Previous)   |  |  | | --- | --- | | Experience | 8 years | | Education | Sense & Style Academy  Cerf/Dip (2010) | | Nationality |  | | Mobile No. | 0127891269 | | Email | imoon\_sim520@hotmail.com | | Age | 27 years old | |

**Experience**

|  |  |
| --- | --- |
| Dec 2014 - Jun 2017  (2 years 6 months) | **Account & Admin Assistant**  Marque Asset and Property Management Sdn Bhd |  Position level Asc Degree  Monthly Salary MYR 2,600  Moritz Wellness, Desa Aman Puri / Laman Rimbunan (CELLNIQUE / SOTHYS)  Position Title : Beauty Therapist cum Consultant  Specialization : Healthcare, Customer Service, Check Stock & Key in data  Work Description : Facial, Body Massage & Selling Product and Package  Duration : January 2011 – November 2014  One Real Estate Sdn Bhd & One Asset Management Sdn Bhd  Position Title : Administration Assistant  Specialization : Property / Real Estate  Work Description : \* Prepare Invoice, Co-broke Letter & Receipt  \* Arrange meeting schedules and meeting room for director and agents  \* Checking & Chase vendor to pay rental  \* Maintain filing system in a proper manner  \* Attend all incoming call, e-mail & mail  \* Manage courier service  \* Maintaining and ordering office supplies, stationery, business card  \* Assists account department as request  Duration : December 2014 – November 2014  Marque Asset And Property Managment Sdn Bhd  Position Title : Administration Assistant / Finance  Specialization : Property Management / Real Estate  Work Description : \* Prepare Invoice, Co-broke Letter & Receipt  \* Arrange meeting schedules and meeting room for director  \* Attend all incoming call, e-mail & mail  \* Maintaining and ordering office supplies, stationery, business card  \* Manage courier service  \* Maintain filing system in a proper manner  Account job scope  \* Key in monthly invoice from suppliers and bill  \* Prepare payment voucher  \* Issue cheque & proceed online payment M2E  \* Prepare staff payroll, KWSP, SOCSO..  \* Handle petty cash for claim (OT, traveling, medical claim)  \* Prepare Payment List  \* Handle staff leave balance  \* Prepare monthly account reconciliation analysis  \* Assists account department as request |

**Education**

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| --- | --- |
| 2010 | **Sense & Style Academy**  Cerf/Dip |
| 2008 | **SMK Sinar Bintang**  Secondary Sch in beauty course |

**Skill**

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| --- | --- |
| Intermediate | Microsoft Office Excel, Microsoft Office Power Point, Microsoft Office Word, SQL Financial Accounting |

**Languages**

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

|  |  |  |  |
| --- | --- | --- | --- |
| Language | Spoken | Written | Relevant Certificates |
| Secondary Sch (primary) | 10 | 10 | - |
| - | 6 | 6 | - |
| Other Language | - | | |

**Additional Info**

Expected Salary MYR 2,500

**About Me**

|  |  |
| --- | --- |
| Gender | Unknown |
| Address |  |