

RESUME

Name : Winnie Lee Huey Ling

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Perkasa, 56100 Kuala Lumpur, Malaysia

Email : w_hueyling@yahoo.com

Tel : 012-2996406 (mobile)

Updated: 02nd February 2017

Employment History

2010 - present

1. Deleum Services Sdn Bhd *(formerly known as Delcom Services Sdn Bhd)*

Position Title (Level) : Department Administrator
Specialization : Clerical / Administrative Support
Role : Administrative
Industry : Oil / Gas / Petroleum

Work Description :

- Prepare all superior traveling matters such as transportation (by air, car rental etc.), advance required (if applicable), fill in the required forms, and other matters that may arise when superior travel.
- Established clear appointments and meeting schedule for superior for his day to day activities.
- Always screen incoming calls for superior.
- Prepare superior monthly claim and make sure that all required documents (receipt, RFE, TRF etc.) Being attached together with his claim form.
- Must all times maintain private & confidential matters that might overheard or overlooked which may affect company's overall activities.
- Assist in any company function / event
- Always make sure the weekly report have submitted to superior as per required.
- Monitor Project Engineer to ensure BOSIET and medicals are up to date
- Arrange medicals as required
- Arrange visa applications and SMART Card
- Other tasks as assigned by management

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Sep 2008 – 2010

2. Turboservices Sdn Bhd

(Joint-Venture Company Between Deleum Services & Solar Turbine)

Position Title (Level) : Department Administrator
Specialization : Clerical / Administrative Support
Role : Administrative
Industry : Oil / Gas / Petroleum

Work Description:

- Provide assistance for General Manager, Senior Manager and Project Engineer
- Prepare all traveling matters such as transportation (by air, car rental etc.), advance required (if applicable); fill in the required forms, and other matters that may arise.
- Monitor & keep record of staff attendance
- Attending telephone calls
- Assist in tender preparation
- Coordinator for meetings / seminars / exhibitions (on invitation, materials, refreshment, etc)
- Assist in any company function / event
- Any other matters that arise from time to time

Sep 2005 – Aug 2008

3. Otec Kemajuan Sdn Bhd

Position Title (Level) : Admin Assistant cum Secretary
Specialization : Clerical / Administrative Support
Role : Administrative
Industry : Oil / Gas / Petroleum

Work Description :

- General administration ; filing, answer phone call, incoming facsimiles
- Schedule appointments / and make travel arrangements
- To handle sales enquiries, preparation of proposals
- Assist in tender preparation
- To carry out other related secretarial matters as appropriate
- Any other matters that arise from time to time

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March 1999 – Aug 2005

4. Nielsen Media Research

Position Title (Level) : Senior Research Assistant
Specialization : Clerical / Administrative Support

Work Description :

- Audit and summarize all survey feedbacks from Research Assistant for Marketing Manager
- Ensure timely reports are provided to meet Customer requirement and dateline.

Educational Background

2005

Graduation Date :

Diploma of Secretarial

Major : Secretary
Institute : Systematic Secretarial Centre, Malaysia

Graduation Date :

2003

Diploma of Business Studies/ Administrative

Major : Business Administrative
Institute : Systematic Business Training Centre, Malaysia

Language	Spoken	Written
Bahasa Malaysia	5	5
English	5	5
Chinese (Mandarin)	4	0

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Personal Particular & Preferences

Date of birth : 7th February 1980
Nationality : Malaysian
Gender : Female
IC No. : 800207-14-5254

Current salary : MYR 4350
Expected Salary : MYR 5200 (nett)
Willing to Travel : No
Possess Own Transport : No
Availability : Immediately after notice period of 2 months

REFEREES

Name : Ong Keng Teong
Contact No. : 03-2055 2838
Company : Talisman Malaysia Ltd
Position : Maintenance Superintendent

Name : Farid Samat
Contact No : 012 – 242 2091
Company : Turboservices Sdn Bhd
Position : Manager