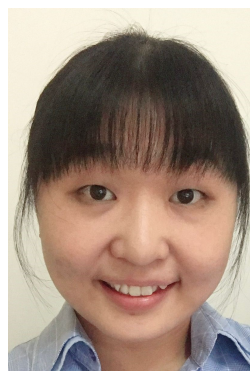


RESUME

PERSONAL DETAILS

Name: Lim Tien Wei
Identity Card No: 871015525824
Age: 35
Gender: Female
Race: Chinese
Nationality: Malaysian
Marital Status: Single



CONTACT INFORMATION

Address: No. 42, Lorong Riveria 2A1, 94300 Kota Samarahan, Sarawak.
Contact No (Mobile): 016-8786179
Email Address: ltienwei@gmail.com

EDUCATION BACKGROUND (Education level, Institution, Month/Year)

1. Professional Degree in ICSA International Qualifying Scheme (IQS), The Institute of Chartered Secretaries and Administrators (Feb 2015 – Aug 2018)
2. Bachelor Degree of Science with Honours (Human Resource Development), University Malaysia Sarawak (Jul 2007 – May 2010)
3. Sijil Tinggi Persekolahan Malaysia (High School Certificate), Sekolah Menengah Kebangsaan Methodist, Sibu, Sarawak, Malaysia (2006)
4. Sijil Pelajaran Malaysia (High School Certificate), Sekolah Menengah Kebangsaan Methodist, Sibu, Sarawak, Malaysia (2004)

PROFESSIONAL AFFILIATION

1. Elected as Associate member with registration number ACIS 7073465 on 24 October 2018.

WORKING EXPERIENCE (Position, Organization, State, Country, Month/Year)

1. As a Company Secretary of Naim Holdings Berhad (December 2022 – May 2023)
2. As a Company Secretary of Naim Group of Companies (June 2022 - May 2023)
3. As an Assistant Manager - Company Secretarial in Naim Human Capital Sdn. Bhd. (formerly known as “Vista Megalink Sdn. Bhd.”) (Oct 2018 - May 2023)
4. As an Executive – Company Secretarial in Naim Land Sdn. Bhd. (Subsidiary of Naim Holdings Berhad) (Jan 2014 - Dec 2014) and Vista Megalink Sdn. Bhd. (Wholly-Owned by Naim Land Sdn. Bhd.) (Jan 2015 - Sep 2018)

Work Description:

- Assist in ensuring compliance and providing accurate submission of statutory returns required by relevant authorities (Companies Commission of Malaysia, Securities Commission, Bursa Malaysia).
 - Assist in drafting minutes, drafting resolutions, filing and managing of minutes of meetings and resolutions.
 - Assist in preparing announcements and circular to shareholders required by relevant authorities.
 - Assist in preparation of all secretarial documents.
 - Assist in compiling Company's share analysis report from Share Registrar.
 - Assist in maintaining and updating statutory records and timely lodgment of statutory returns.
 - Keep track and update records of all secretarial documents and company profiles.
5. As a Secretarial Assistant in Tengis Corporate Services Sdn. Bhd. (Sept 2012 – Dec 2013)

Work Description:

- Prepare documents of miscellaneous job, for example allotment of shares, transfer of shares, appointment and resignation of Director, change of registered address and others.
- Prepare documents of Incorporation.
- Follow up the documents that had been sent out for signature.
- Do online Assessment for transfer of shares and print out the relevant documents for stamping.
- Update registered of Members and affix minutes.
- Arrange the documents or certified true copy for clients.
- Prepare and submit the announcement for listed companies through Bursa Link.

6. As a Human Resource Executive in Premium Ark Enterprise (M) Sdn. Bhd. (Jan 2012 – Aug 2012)

Work Description:

- Administering payroll and maintaining employee records.
- Apply AP, renew license, extend working permit and renew passport for foreign workers.
- Booking air ticket and hotel accommodation
- Purchase stationery

7. As a Secretarial Assistant in Philip Tong & Company, Sibu, Sarawak (Dec 2010 – Dec 2011)

Work Description:

- Prepare documents of miscellaneous job, for example allotment of shares, transfer of shares, appointment and resignation of Director, change of registered address and others.
- Prepare documents of Incorporation.
- Follow up the documents that had been sent out for signature.
- Do online Assessment for transfer of shares and print out the relevant documents for stamping.
- Update registered of Members and affix minutes.
- Arrange the documents or certified true copy for clients.

COMPUTER SKILLS

Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Secretary 2000

LANGUAGE/ DIALECT

English, Mandarin/ Chinese, Bahasa Malaysia (Both verbal and written communication)