

# Curriculum Vitae

Name	:	Chang Siew Kwan(Sherry)
Home Address	:	No. 21, Jalan Desa 2/8, Bandar Country Homes, 48000 Rawang, Selangor Darul Ehsan
Sex	:	Female
I.C. No.	:	791128-14-5510
Date of Birth	:	28 <sup>th</sup> November 1979
Marital Status	:	Married
Citizenship	:	Malaysian
Mobile No.	:	012-3211 280
Possess Own Transport	:	YES

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## Working Experience

Company	:	SWC Enterprise Sdn. Bhd.
Duration	:	2017 – current
Industry	:	Wholesaler of kitchenware & retail/superstore
Position	:	Personal Assistant to CEO
Job Description	:	Manage CEO diary, appointment, expenses record, Attending all internal and external meetings with minutes, organize, travel arrangement, supervision and full support on CEO company and personal matters : draft and execute Tenancy Agreement, and all related : deal with documentation on local and China products. : deal with documentation such as insurance, facility loan, start up on company APPs, crowd funding projects, new branch start up, bankers and lawyers : monitoring and execute on new projects, such as Car wash machine, container café : provide suggestions, opinion and relavant feedback On matters arise. : Head of HR Department and dealing with all HR related matters, such as documentation, recruitment and others.

Company	:	KIDSIQ Tuition Centre
Duration	:	2014 – 2017
Industry	:	Education
Position	:	Supervisor cum teacher
Job Description	:	Coach to teacher & Teacher for Cambridge English
	:	Supervise on daily work includes admin, accounting and supervision to teachers.
	:	Teaches teacher on Cambridge English. Teaches students.

Company	:	Pembinaan Tian Chong
Duration	:	2007 - 2014
Industry	:	Construction & Heavy machinery rental
Position	:	Admin & Account Manager
Job Description	:	Focusing on daily admin & accounts work.
	:	Dealing with customers and bank on documentation purposes.
	:	Liaise with Directors & staff on site visits and also monthly claims.
	:	Checks orders & manage cash flow

Company	:	Palm Oleo Berhad
Duration	:	2003 - 2007
Industry	:	Oleochemical
Position	:	Personal Assistant cum Secretary
Job Description	:	Manage secretarial work for Director & Managing Director
	:	Dealing with overseas customers shipping documents.
	:	Site visit with Directors to customers site.
	:	Verify law documents.
	:	Dealing on PORAM.



Company	:	Kong Long Huat Chemicals Sdn. Bhd.
Duration	:	2001 - 2003
Industry	:	Chemical
Position	:	Personal Assistant
Job Description	:	Training for 6 months, on chemical information.
	:	Manage P.A. and secretarial work for Director
	:	Dealing with marketing work and logistic of goods
	:	Dealing with admin work for Directors at branches.

Company	:	Tanco Development Berhad
Duration	:	1999 - 2001
Industry	:	Developer
Position	:	Secretary
Job Description	:	Manage secretarial work for Sales Manager
	:	Liaise with Sales Manager & Marketing Manager documentation.
	:	Admin work on Sales documentation in the department.
	:	Helping Company Secretary with some documentation issue.

## EDUCATIONAL BACKGROUND

March 2014

Pusat Perkembangan Akal Budi

Montessori Teaching Certificate

December 2003

FMM Institute of Manufacturing (FMM-IM)

Certificate

July 2003

PORAM Short Course Programme

Certificate

April 2000

Stamford College

Diploma in Corporate Admin

February 1999

Stamford College

Diploma in Executive Secretaryship

August 1998

Stamford College

Diploma in Private Secretaryship

Sekolah Menengah (Perempuan) Air Panas, Setapak, K.L

Secondary Education : Sijil Pelajaran Malaysia (SPM)

## LANGUAGES

Written : English, Bahasa Malaysia

Spoken : English, Bahasa Malaysia, Cantonese, Mandarin & Hokkien.