

## CHAN WAI FOONG (FLORENCE)

Tel : +60123002468, Email : florence05@gmail.com



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### EXECUTIVE PERSONAL ASSISTANT

Proactive, senior administrative professional with a history of supporting A-level leaders in fast-paced corporate environments. Recognized and valued as a discreet and knowledgeable manager, with the ability to juggle and prioritize needs while ensuring speedy responses to logistics and business concerns. Reputable for efficiency, handling unforeseen issues, and serving as a liaison to clients, internal staff, and external contacts.

### AREAS OF EXPERTISE

Calendar Management – Travel Planning – Meeting Coordination – Event Management – Office Administration Client Relations – Expense Reporting – Issue Resolution – Special Projects – Staff Hiring & Training – MS Office - Typing

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### PROFESSIONAL EXPERIENCE

#### Senior Administrator – FJ Benjamin Sdn Bhd

27 May 2019 – 30 August 2019 (3 months contract)

- Develop and maintain a filing system to ensure safe keeping of all documents and records.
- Monitor inventory and purchase of office supplies with attention to budgetary constraints.
- Provide general office administrative and secretarial duties.
- Prepare board resolutions, minutes, annual returns and other statutory documents.
- Liaise with lawyers and third parties on preparation and review of agreements.
- Handling and processing Bank documents such as Guarantees.
- Assist CFO in any other duties as and when assigned from time to time.

#### Executive Secretary – Minconsult Sdn Bhd

July 2018 – December 2018 (6 months contract)

- Managing and organizing the Director's schedule and personal life.
- Plan and arrange for travel, visa and accommodation for official and family as well.
- Manage day to day schedules and appointments on Outlook Calendar.
- Meeting arrangement and other related administration work.
- Managing tea lady, driver and domestic maids at home.
- Assisted in corporate secretarial function of the superior's private investment.
- Organize, manage and maintain safe keeping of confidential documents.

#### Executive Personal Assistant to Group Managing Director (GMD) – IRIS Corporation Berhad

Jan 1998 – October 2017 (19 years 9 months)

- Managed and organized the GMD's schedule and priorities.
- Managed all domestic and international travel arrangements and itineraries, hotel reservation and ground transportation.
- Worked closely with executive team to organize corporate meetings.
- Coordinated board and management meetings.
- Arranging for notarization of official documents.
- Administrative support including screening calls, monitoring and distributing emails, schedule meetings and conference calls.
- Coordinated photo shoot for board of directors and interviews for GMD.
- Organizing event and planning for business and personal dinners.
- Performed personal errands for GMD and arranging for logistics for business associates and partners.
- Collaborated with key management personnel to assist in arrangement of special events.

**Secretary to Group Treasurer – The Lion Group**

*May 1985 – Dec 1997 (12 years 7 months)*

- Manage and update the departmental records and other confidential reports.
- Maintain accurate and factual records and update all filing in the department.
- Attend meeting and present all Treasury Meeting minutes.
- Liaise with Accounts Department of all subsidiaries for timely drawdown of projecting loans.
- Compile periodic reports.
- Ensure communication and expedite matters between the General Managers/Accountants and Bankers.
- Assist the Group Treasurer in the day-to-day operation of various projects.

**Secretary (Litigation Department) – Allen & Gledhill, Advocates & Solicitors**

*Apr 1983 – April 1985 (2 years)*

- Assist the Solicitor in preparation to attend Court mention/hearing/trial.
- Handle litigation files, advising clients on the status/next course of action on their outstanding matters, drafting & typing correspondence, litigation process papers etc.

**EDUCATION**

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- 1982–1983                      Shaw Commercial Institution  
Private Secretarial Course
- 1976-1980                      Sekolah Menengah Perempuan Bandaraya  
Secondary School – SPM
- 1970–1975                      Sekolah Rendah Jenis Kebangsaan Dato Abu Bakar 2

**CERTIFICATION & TRAINING**

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- Malaysian Executive Secretary's Workshop
- World of Executive PA 2012 – Conference
- Effective Leadership Skills
- Japanese Language Course Beginner 2 (30 hours)
- Various Spreadsheet and Database Programs

**REFERENCE**

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Datuk Tan Say Jim

(Ex-Superior, Ex-Group Managing Director of IRIS Corporation Berhad)

Email : [tansayjim@gmail.com](mailto:tansayjim@gmail.com)

Mobile : +60122119285

Mr Bernard Pee

Email: [bernardpkc@yahoo.com](mailto:bernardpkc@yahoo.com)

Mobile : +60182003943