



RESUME OF PATRICIA HWONG SIEW CHIUM

Permanent Address : No. 22, Lorong Laksamana 29C, Taman Sentosa, 41200 Klang,
Selangor Darul Ehsan.

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Personal Details

I/C Number : 760304-13-5636

Gender : Female

Date of Birth : 04 March 1976

Marital Status : Married

Nationality : Malaysian

Race : Chinese

Religion : Christian

Possess Own Transport : Yes

Reasons of Leaving : Further explore to gain more knowledge and experience.
Continue improvement to stay competent and pursue higher career development.

Educational Background

- **Advance Diploma in Commerce (Business Management)**
Institute of Chartered Secretaries and Administrators (ICSA graduate)
Year: 1997 ~ 2000
- **Sekolah Menengah Kerajaan Marudi, Baram, Sarawak**
 - SRP – Grade 1
 - SPM – Grade 1
 - STPM – 4 principlesYear: 1992 ~ 1996

Additional Skills

Spoken and Written Language : Mandarin, English, Bahasa Malaysia
Dialects : Foochow, Hokkien, Cantonese
Computer Literate : Microsoft Office, Excel, Power Point
Personal Strength : a) Able to strike a good rapport with colleagues and clientele
b) Dynamic, aggressive and ambitious
c) Able to work independently and self-orientated
d) Endow with an analytical mind and possess good communication

Employment History

➤ Nov 2019 to Current

Sam McCoy Manufacturing Sdn Bhd

Designation : Personal Assistant

Description :

- Liaise with all Head of Departments to ensure smooth operation
- Chaired the monthly meeting with absence of Managing Director
- Preparation of any other competent duties when assigned
- Liaise with suppliers on company souvenirs ordering, notebook, poster and brochure printing
- Manage, coordinate and maintain calendar of Managing Director including appointments, meeting and travel
- Coordinate and arrangement for in house seminar and training

➤ Jan 2018 to Oct 2019

Edible Specialities Sdn Bhd

Designation : Personal Assistant and HR Executive

Description :

- Handlings day to day tasks and provide full range of professional secretarial assistance to Managing Director.
- Arrange and schedule appointments, meetings, travel itinerary, hotel accommodation and handling all private and confidential matters related to Managing Director.
- Develop and maintain proper document filing system for Managing Director personal file and other confidential related matter.
- Regularly follow up on the progress of any outstanding projects (Raja Chulan Hotel Project ,petrol station project & warehouse project)
- Undertake special assignment, ad-hoc function and related duties when required.
- In charge of recruitment process and ensure that new employees are smoothly integrated into the organization.
- Assist to maintain all personnel information in an accurate and up-to date manner in line with company policy.
- Respond and assist on general inquiries from co-workers.

➤ **June 2007 to May 2017**

Delloyd Industries (M) Sdn Bhd

Designation : Secretary

Description :

Secretarial and Admin

- Scheduling, prioritizing and confirming meetings, appointments and any other related engagement.
- Preparing confidential correspondences, reports and minutes of meeting.
- Administer all travel and accommodation arrangement of superior as directed.
- Liaise with management staff and external parties such as answering & screening incoming phone calls, taking messages & furnishing the required information.
- Manage incoming and outgoing correspondence for action and follow up.
- Handling general requirements/ general affairs, routine and other functional duties as and when required.
- Monitor the monthly usage for Shell card and Touch N' Go.
- Ensure proper filing system by documenting & coding systematically all relevant document.
- Purchase and maintain inventory of office equipment, stationeries and administer maintenance contracts of office equipment and facilities.

Corporate

- Assist in the preparation of Board Papers & Board Meetings.
- Handling ESOS and liaise with the related parties (bankers/ company secretary/ company registrar).
- Ensure maximum confidentiality when handling matters such as contracts, tenancy agreements.
- Assist company's Foundation to arrange and liaise scholarship matter with selected college or university.
- Assist in company event as assigned by management.

Purchasing

- Prepare monthly report for Group Purchasing and follow up ISO certificates with the suppliers.
- To perform purchasing work which includes material sourcing, negotiation, checking purchase order and order tracking.
- Maintain complete updated purchasing record/ data and pricing in the system.
- To coordinate and prepare documents for vendor briefing activity.

Human Resource

- Assist to develop and implement HR policies and procedures to support business goals and objectives.
- To assist in the recruitment and selection process including sourcing of candidates.
- Liaising with relevant authorities if necessary.
- General documentations and filing of HR records.
- Assist superior in all HR related matters.
- Other ad-hoc duties as required by superior or Management.

➤ **May 2003 – June 2007**

Kristalbond Technologies Sdn Bhd

Designation : Secretary cum Admin

Description :

- Effective dissemination of information and communication on behalf of Manager to other colleagues or external parties.
- Attend to all private secretarial duties, personal, general administrative and confidential matters.
- Prepare the schedule/ make appointments for superior.
- Handle phone calls and assist receptionist during her absent (local and international)
- Prepare agenda for meetings, taking minutes, attend to internal & external correspondences, coordinating & organizing travel arrangements & hotel reservation.

➤ **May 2001–2003**

Beta Strategy Sdn Bhd

Designation : Secretary cum Admin

Description :

Assist in tender exercise for UITM project.

- Helping superior to short listing the sub-contractor and checking the tender document if necessary.
- Provide secretarial duties to immediate superior in daily operation.
- Maintain the systematic filing.

➤ **1996 & 2000**

Sekolah Menengah Kerajaan Marudi, Baram, Sarawak

Sekolah Jenis Kebangsaan Chung Hua

Designation : Temporary Teacher

References

1) Miss Pua Lay Hong
H/P:016 321 4123

2) Ms. Helen Yap
H/P:016 365 7299