



MICHELE LIEW WEEI FENG

Address

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51000 Kuala Lumpur

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Personal Particulars

Age	:	36 years	Date of Birth	:	29 June 1983
Nationality	:	Malaysian	Gender	:	Female
Marital Status	:	Single	I/C No.	:	830629-07-5070
Permanent Residence:		Malaysia			

Educational Background

Highest Education

Level	:	Diploma	Graduation Date	:	December 2001
Field of Study	:	Private Secretary Course			
Name of Institution	:	Stamford College Kuala Lumpur			

Skills

Skill	Proficiency
IT Knowledge	Advanced
Creative	Advanced
Good Communication Skills	Advanced

Languages

Proficiency (Best = 10 – Worst = 1)

Language	Spoken	Written
English	8	9
Bahasa Malaysia	9	9
Mandarin	7	1
Cantonese	8	1
Hokkien	8	1

Preferences

Willing to Travel : Yes
Willing to Relocate : Yes
Possess Own Transport : Yes
Expected Salary : RM5,500

Miscellaneous

Objective : Utilizing abilities developed through vast experience with the opportunity for career growth based on performance.

Working Experience

Date : November 2018 – Present
Company Name : A.S. HOLDINGS SDN BHD
Position : Personal Assistant to Managing Director (Royalty of Pahang State)
Salary : RM5,000

Job Description

- Provide assistant to Managing Director including the arrangements of appointment traveling plans, taking minutes of meetings, attending to internal and external correspondence any other ad hoc duties
- Organized flight arrangements, personnel logistics
- accommodation and etc.
- Organized internal or external events
- Handle private and confidential matters
- Handle personal matters such as households, maids, personal accounts, person claims and etc.
- Ensure an appropriate filing system by documenting systematically all relevant easy retrieval
- Manage all assignments requested by Managing Director
- Employee payroll administration
- Employee profile administration
- Tax payable

Date : August 2017 – October 2018
Company Name : TYCOPLAS SDN BHD
Position : Personal Assistant cum Senior Support Executive
Salary : RM5,000

Job Description

- Provide assistant to Managing Director including the arrangement of appointments and traveling plans, taking minutes of meetings, attending to internal and external correspondence, and any other ad hoc duties
- Coordinating, organizing in recruitment process, preparing reports.
- Administer production requirement by bosses on weekly & monthly basis as per requirements
- handle private and confidential matters
- Process required paperwork and documents for submission of government licenses as per criteria and company needs such as HACCP, ISO, SIRIM
- Answer and screen phone calls, take messages and furnish information when possible
- ensure an appropriate filing system by documenting systematically all relevant documents for easy retrieval
- manage all assignments requested by Managing Director

Date : May 2017 – August 2017
Company Name : WISH GROUP
Position : Personal Assistant cum Administrator to Group Sales Manager (Part Time)
Salary : RM4,000

Job Description

- Organized flight arrangements, personnel logistics, accommodation and etc.
- Responsible to update and compile weekly revenue and activity reports
- Responsible for arranging meetings and manage daily scheduling for Manager
- Employee payroll administration
- Employee profile administration
- Tax payable
- Handle personal matters such as collecting rentals, claims, expenses and etc.
- Handle private and confidential matters

Date : March 2017 – April 2017
Company Name : G.U.S SUPERMARKET SDN BHD
Position : Accounts cum Admin Assistant (Part Time)
Salary : RM2,500

Job Description

- Preparation of payment for supplier from time to time based on the Terms and condition or payment
- Process on purchase order and prices

Date : 2014 – March 2017
Company Name : SOGO PLASTIC (M) SDN BHD
Position : Personal Assistant to Managing Director
Salary : RM4,600

Job Description

- Provide assistant to Managing Director including the arrangements of appointments and travelling plans, taking minutes if meetings, attending to internal and external correspondence and any other ad hoc duties
- Organized flight arrangements, personnel logistics
- accommodation and etc.
- Organized internal or external events
- Handle private and confidential matters
- Handle personal matters such as households, maids, kids, personal accounts, personal properties, claims and etc.
- Ensure an appropriate filing system by documenting systematically all relevant documents for easy retrieval
- Manage all assignments requested by Managing Director

Date : 2010 – 2014
Company Name : AMIR FAEZAL NORZELA & CHONG
Position : Conveyancing Secretary
Salary : RM3,800

Job Description

- Performed secretarial functions to lawyers
- Maintain and update filing systems
- Preparation of sub-sales documents and forms for customers signing
- Arrange appointments to meet up customers for signing and explains the terms and conditions of the agreements
- manage and prepared correspondence letter to customers, lawyers, government departments and etc.
- process and prepare required documents and paperwork for submission of government departments such as transfer of names on the titles and etc.

Date : 2005 – 2010
Company Name : MANJIT SINGH SACHDEV, MOHD RADZI & PARTNERS
Position : Conveyancing Secretary
Salary : RM3,500

Job Description

- Performed secretarial functions to lawyers
- Maintain and update filing systems
- Preparation of direct sales documents and forms for customers signing
- Arrange appointments to meet up customers for signing and explains the terms and conditions of the agreements
- manage and prepared correspondence letter to customers, lawyers, government departments and etc.
- process and prepare required documents and paperwork for submission of government departments such as transfer of names on the titles and etc.

Date : 2002 – 2004
Company Name : BERJAYA GROUP SDN BHD
Position : Junior Secretary to Director
Salary : RM2,000

Job Description

- Provide assistant to Managing Director including the arrangements of appointments and travelling plans, taking minutes if meetings, attending to internal and external correspondence, screen phone calls and any other ad hoc duties
- Organized flight arrangements, personnel logistics
- Accommodation and etc.
- Distribute company reports, gifts cards and etc.
- Handle private and confidential matters and some personal matters
- Ensure an appropriate filing system by documenting systematically all relevant documents for easy retrieval
- Manage all assignments requested by Managing Director

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