

## CURRICULUM VITAE



### PERSONAL DATA

Name : Nyen Chui San  
Date of Birth : 3 July 1972  
Marital Status : Single  
Nationality : Malaysian  
Address : No. 17, Jalan TSJ18, Taman Sri Jelok, 43000 Kajang, Selangor DE

### EDUCATION BACKGROUND

Sijil Pelajaran Malaysia (SPM)  
S.M.K. CONVENT KAJANG (1988 ~ 1990)

Diploma in Private Secretaryship (PSC)  
STAMFORD LADIES COLLEGE, KL (Mar 1991 ~ Feb 1992)

Diploma in Executive Secretaryship (DES)  
STAMFORD COLLEGE, KL (June 1992 ~ Dec 1992)

Diploma in Administrative Management (IAM)  
STAMFORD COLLEGE, KL (June 1992 ~ June 1993)

Advanced Diploma in Administrative Management (IAM)  
KLC CENTRE FOR HIGHER STUDIES, KL (Jan 1997 ~ Dec 1998)

## WORK EXPERIENCE

### PRICEWATERHOUSE COOPERS (formerly PRICE WATERHOUSE)

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**JUNIOR SECRETARY** (Sept 1993 ~ Dec 1994)

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Reporting to Senior Audit Managers (Audit & Business Advisory Div.)

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#### Scope of Work

- ❖ Provide general secretarial duties
- ❖ Assist in travel arrangement and preparation of itineraries
- ❖ Ensure printing & proper distribution of audit reports
- ❖ Assist in relaying clients' messages to auditors
- ❖ Taking dictation

### KAMUNTING CONSTRUCTION SDN BHD

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**SECRETARY** (Jan 1995 ~ Dec 2001)

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Reporting to Senior Project Manager, Contract Manager, Asst. GM (Tender & Contract Dept.)

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#### Scope of Work

- ❖ Provide general secretarial duties
- ❖ Maintain systematic filing system
- ❖ Assist in procurement of pre-contract/ post contract tender documents
- ❖ Follow up on sub-contractors' registration with the client
- ❖ Prepare petty cash claim

### PUTRA PERDANA CONSTRUCTION SDN BHD

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**ADMINISTRATION OFFICER** (Jan 2002 ~ Dec 2004)

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Reporting to Asst. GM (Quantity Survey), Senior Contract Manager

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#### Scope of Work

- ❖ Maintain systematic filing system
- ❖ Assist in registration of potential sub-contractor
- ❖ Assist in procurement of pre-contract tender
- ❖ Ensure proper data entry of sub-contractors' payment
- ❖ Monitor, motivate and supervise junior staff within the department

## WORK EXPERIENCE

### PUTRA PERDANA CONSTRUCTION SDN BHD

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#### SENIOR ADMINISTRATION OFFICER (Jan 2005 ~ Aug 2021)

Reporting to Asst. GM (QS), Asst. GM (Contract Admin.), COO

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##### Scope of Work

- ❖ Assist in project setup
- ❖ Update projects' progress slides for B.O.D meeting
- ❖ Liaise with CIDB on payment of levy
- ❖ Ensure proper flow of document
- ❖ Coordinate stamping of documents
- ❖ Handle registration & monitor sub-contractor's performance
- ❖ Follow up on insurance claim, extension
- ❖ Prepare dept. petty cash claim

### ORANGEBEAM CONSTRUCTION SDN BHD

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#### SENIOR SECRETARY (Sept 2021 ~ )

Reporting to Group COO & CEO, Assisting COO & Asst. GM

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##### Scope of Work

- ❖ Provide general secretarial duties
- ❖ Organize meetings, keeping track bosses' diaries, travel arrangement
- ❖ Compile documents for BOD meeting
- ❖ Organize internal event
- ❖ Prepare petty cash claim
- ❖ Uptake special assignments, ad-hoc functions

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## SKILLS

- ❖ Languages (verbal & written) – English, Chinese, Bahasa Malaysia
- ❖ Computer Literacy – Microsoft Office 365, Microsoft Teams, Word, Excel, Powerpoint

## PERSONAL STRENGTH

- ❖ Dedicated & open-minded
- ❖ Flexibility/ adaptability to change
- ❖ Interpersonal skills

## CONTRIBUTION TO THE COMPANY IF I WERE HIRED

- ❖ Ensure proper distribution of data in the office
- ❖ Ensure well organized meeting/ travel arrangement
- ❖ Ensure boss's daily routine right on track
- ❖ Ensure a systematic record system