

# OPHELIA SUM YEE THAM

## CONTACT

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## EDUCATION

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### **Tertiary Level: Post Graduated Diploma in Marketing (Year 2002)**

Field of Study: Marketing  
Institution: Chartered Institution of Marketing  
Result: Obtain Advance Certificate in Marketing

### **Secondary School Education**

Level: SPM (year 1999)  
School: Sekolah Menengah Puteri, Seremban  
Result: 12 Aggregates

## WORK EXPERIENCE:

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### **1. Ho Hup Constructions Company Berhad**

Position Title : Secretary  
Specialization: Secretary & Personal Assistant  
Date of Joined: 2 September 2019  
Date left: current  
Job Description:

- Provide secretarial duties such as conducting and organizing administrative duties and activities including receiving and handling confidential information.
- Manage all incoming high level document and ensuring all documents are sent to the right recipients within the appropriate timeline.
- Perform diversified secretarial duties and provide general administrative and operations support ensuring all aspects of the office is organized efficiently and effectively including preparation of documentations for drawdown.
- Ensuring that all personal and private administrative matters are handled professionally.
- Perform any other related duties assigned from time to time by the management
- To provides support in preparing the EXCO and BOD papers.

**2. Manulife Asset Management Services Berhad**

Position Title : Secretary  
Specialization: Secretary & Personal Assistant  
Date of Joined: 18 January 2016  
Date left: 30 June 2019  
Job Description:

- Maintain CAO's schedule and office calendar:
  - I. Travel arrangement – flight, accommodation and ground arrangement for CAO
  - II. Meeting – prepare meeting materials and minutes
- Provide secretarial and administrative support
- Prepare and organize paperwork and other materials needed for meeting, expenses, slide presentation and miscellaneous
- To administer driver's issue – leave, claim, over time claim and miscellaneous.
- To maintain proper filing system.
- To handle CAO's personal matters.
- Undertake special assignment, ad-hoc function and related duties as and when required

**3. SMR Group**

Position Title : Executive Assistant  
Specialization: Secretary & Personal Assistant  
Date of Joined: 6 July 2015  
Date left: 15 January 2016  
Reason for leaving : To seek for better opportunities  
Job Description:

- Manage and maintain the diary, arranging meetings and travel arrangement effectively and efficiency for the senior management.
- Manage high level meetings including preparing agenda, compile materials and minutes writing.
- Read and screen incoming correspondence, calls and visitors, make preliminary assessment of the importance of materials and organize documents, and forward the appropriate material to the superior and staff
- Review, proofread and edit documents prepared for superior's approval
- Provide confidential personal assistance to the superior
- Undertake other special assignment, ad-hoc function and related duties as and when required by the senior management.

**4. Asia Energy Services Sdn Bhd**

Position Title : Secretary  
Specialization: Secretary & Personal Assistant  
Date of Joined: 3 March 2014  
Date left: 30 June 2015  
Reason for leaving : Industry downturn

- Organizing and maintaining diaries/calendars and making appointments
- Handle and maintain Private & Confidential matters with regards to Vice President & Regional Manager.
- Maintain systematic filing system & safe keeping important documents.
- Coordinate & schedule meetings, appointments & taking minutes. Prepare needful slide presentation & report for meetings
- Make traveling arrangement inclusive of various visa applications.
- Provide administrative, secretarial and support.

**5. Hong Leong Assurance Berhad**

Position Title : Secretary  
Specialization: Secretary & Personal Assistant  
Date of Joined: 15<sup>th</sup> Dec 2010  
Date left: 28 Feb 2014  
Reason for leaving : To seek for other opportunities  
Work Description:

- Organize and maintaining diaries/calendars and making appointments
- Handle and maintain Private & Confidential matters with regards to GM.
- Maintain systematic filing system & safe keeping important documents.
- Coordinate & schedule meetings, appointments & taking minutes.
- Prepare needful slide presentation & report for meetings.
- Make traveling arrangement.
- Provide administrative, secretarial and support.
- Carrying out specific projects and perform other ad-hoc duties as assigned
- To source for venue for events & function, and others related
- To co-ordinate with other department's administrative
- Assist in training new administrator.

#### 6. RZ Corporation Sdn Bhd

Position Title : Co-ordinator  
Specialization: Secretary & Personal Assistant Task  
Date of Joined: 1<sup>st</sup> July 2010  
Date left: 13<sup>th</sup> Dec 2010  
Reason for leaving : To seek career advancement  
Job Description:

To perform administration routine in General Manager's Office:

- Arrange Flights and Accommodations.
- To arrange for job Interview
- Coordinating for arrange of meeting and Video-Conferencing
- Checking, Filling & Organizing documents (From various department before handed to GM).
- Searching for Supplier and follow up with their works.
- Handling GM's personal issue.
- Handling driver's issue.
- To handle Factory issue

Ad Hoc Handling issue:

- Application for Free Sales Certification.
- Research and assist in Product Registration.

#### 7. Purple Flame Sdn Bhd

Position Title : Administrator  
Specialization: Administration & Clerical task  
Date of Joined: 1<sup>st</sup> Nov 2007  
Date left: 30<sup>th</sup> July 2009  
Reason for leaving : Company Financially unstable

##### 1. Administration

- General Administration task.
- Liaise with Bank, Company Secretary & other MDs.
- To make all sort of payment.
- To prepare the claim of Government Grant.
- Deliver invoice & collect payment.

##### 2. Recruitment/HR

- To arrange interview.
- To manage the leave schedule.
- To prepare for payroll, and the needful payment to EPF, SOCSO and IRB

#### 8. Pangkal Jaguh Sdn Bhd (part of APPCO Group)

Position Title: Senior Administrator  
Specialization: Administration & Clerical task  
Date of Joined: 2<sup>nd</sup> Jan 2003  
Date left: 8<sup>th</sup> Oct 2007  
Reason for leaving : Seek for better opportunity  
Job description:

##### I. Administration

- Compiling daily sales report to respective MD.
- Updating active/non-active agent list.
- Maintaining proper and systematic filing.

- Coordinate with administrators from other Marketing offices mainly on Sales report.
  - Arranging appointments and recruitment appointment for MD.
  - To arrange Conference Call.
  - Preparing Payroll for the agents.
  - To prepare the income report and analysis to MD.
  - Sales Liaising with HQ in order to prepare the necessary for oversea executive to work temporary in Malaysia.
  - Assisting in hiring and training new administrator.
  - To ensure office arrangement is in order
- II. Support
- Gather sales info from other Charities Marketing Offices across the country.
  - To study the field of good location for events.
  - Assisting in preparation for every Sales Event/locations.
- III. Recruitment / HR
- To conduct interview on behalf of MD.
  - To arrange interview appointments via emails and follow-up calls.
  - To source the best site for job advertisement and create advertisement.
- IV. Special occasion
- Organizing Charities Owners & Team Leader Meeting.
    - i. Provide support to MD in organizing the meeting.
    - ii. Prepare needful materials for participants.
  - Involving in Administration workshop, personally presented a topic of Time Management Skill.

#### **SKILL:**

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Proficiency in Ms Offices - Words, Excel, PowerPoint

Language Speaking – English, Bahasa Malaysia, Chinese & Cantonese

#### **SUPPLEMENTARY:**

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Willing to Travel :	Moderate
Willing to relocate:	No
Possess own transport:	Yes
Availability:	1 month notice

#### **REFERENCES:**

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Name:	Tan Guan Ling
Company:	Ho Hup Constructions Company Berhad
Relationship:	Superior/Colleague
Tel :	012-224 7168