



PROFILE

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EDUCATION

2011-2014

Bachelor Degree of International Business

Universiti of Malaysia Perlis (UniMAP), Perlis

CGPA: 3.15/4.00

2009-2010

Sijil Tinggi Pelajaran Malaysia (STPM)

Sekolah Menengah Kebangsaan Taman Desa

Results: 3Bs, 1Ds

CGPA: 2.50/4.00

Malaysian University English Test (MUET)

Grade: Band 2

2007-2008

Sijil Pelajaran Malaysia (SPM)

Sekolah Menengah Kebangsaan Desa Petaling

Results: 2As, 5Bs, 3Cs

ACTIVITIES/ PROGRAMME ATTENDED

- Attend Training “Useful Formulas & Functions (Microsoft Excel 2007 & 2010)”, March 2017
- Attend Training “Effective Purchasing And Negotiation Skills”, December 2016
- Attend Training “Evolution Of Office Administrative”, November 2016
- Attend Training “Microsoft Excel – Advanced”, March 2016
- Participant in Biro Tata Negara 2011, UniMAP
- Participant in Program Inovasi Sosial 2011, UniMAP
- Participant in Pertandingan Kuiz Pelaburan PNB 2012, UniMAP
- Participant in World Firefighters’ Day Larian Bersama Bomba 2010, SMKTD
- Committee of English Literary Society 2010, SMKTD
- Committee of Yellow House 2010, SMKTD
- Committee of Red Crescent Society 2010, SMKTD
- Participant in Perkhemahan Agung Badan Beruniform 2008, SMKDP

WORKING EXPERIENCE

1. Company Name: **MMC GAMUDA KVMRT (T) SDN BHD**

Position Title: Administration Executive Cum Secretary

Duration: Oct 2017 – Present

Work Description:

- Recording daily incoming email and subsequently forward to respective parties involved after being perused by the Director
- Typing, printing, and photo stating of correspondences/ documents
- Schedule appointments
- Arrange meetings and taking minutes
- Handling/ screening telephone calls
- Liaising with various departments and contractor from China
- Follow-up on outstanding matters
- Preparing proposal for submission to the authority
- Drafting simple and routine correspondences
- Making arrangement for the local and oversea business trip
- Do the claim on behalf of Director
- Maintain systematic filling system and safe keeping of important documents
- Prepare regular report
- Handling on New Hire Process and Onboarding
- Maintain office administrative such as stationery, business card, and other related items
- Any other duties that may be assigned by the management from time to time

2. Company Name: **UES CONSTRUCTION SDN BHD**

Position Title: Secretary cum Admin

Duration: Aug 2017 – Sept 2017

Work Description:

- To assist in overall general office administration and provides clerical support
- To ensure accuracy and confidentiality by organizing, coordinating, producing, and maintaining correspondence as well as providing informative reports and information
- To assist in documentation translation, drafting of letters and documents for internal or external purposes
- To plan and schedule meetings, appointments, conferences as well as travelling schedules, as required by the Marketing Director
- Maintain systematic filling system and safe keeping of important documents
- Ability to have good judgement in setting up priorities and any other ad-hoc duties
- To manage within budget allocation, prepare and review the expenses report as well as submission to Marketing Director for approval

- Arrange and schedule Marketing Director's appointment, meetings, travel and accommodation arrangement and update calendar
- Provide the Management with timely feedback and reports
- Liaising with the sub-contractor from China
- Do the claim on behalf of Marketing Director
- To undertake any ad-hoc projects and other duties as assigned by Marketing Director

3. Company Name: **GENTING CRUISE LINES SHIP MANAGEMENT SDN BHD**
 Position Title: Technical Purchasing Admin Officer cum Secretary
 Duration: Dec 2014 – July 2017

Work Description:

- Performing general administrative and secretarial duties as assigned by VP and AVP Technical Purchasing
- Make local and overseas travel arrangements for VP and AVP Technical Purchasing and the Purchasing team
- Coordinate internal or external meeting and taking the minutes
- Provide administration and clerical support to Technical Purchasing team
- Maintain office administrative such as stationery, business card, and other related items
- Prepare Weekly Report for each vessel (Summary PRPO Report, KPI of each buyer, Discount, etc.)
- Liaise with vendor to acquire documentation on the registration
- Assist on the documentation (Invoice, DO, PO) and liaising with the buyer and Finance department
- Prepare Weekly Report for EVP Technical Purchasing and Technical Superintendent (SVP, VP, AVP, and end user)
- Maintaining strict confidentiality and interact professionally with all level of management and staff
- Maintain department files, records and various documents through filing system and ensure all records are easy to retrieve
- Do the claim on behalf of VP and AVP Technical Purchasing
- Handling on New Hire Process and Onboarding
- Liaise with various departments

4. Company Name: **NV MULTI ASIA SDN BHD**
 Position Title: Internship in Finance and Corporate Affairs Department
 Duration: June – Aug 2013

Work Description:

- Assist in data entry of journals, carry out other work assignments as delegated by Executive and Manager Management

- Assist in checking process of collection and other related collection matters, printing

5. Company Name: **ISETAN OF JAPAN SDN BHD**

Position Title: Internship

Duration: June – Aug 2012

Work Description:

- Assist in store opening, morning briefing & daily checklist, merchandise display, cashier counter, night balancing & sales adjustments, wrapping service, closing procedure

SKILLS & KNOWLEDGE

- Microsoft Word, Microsoft Excel, Microsoft Power Point, Microsoft Outlook
- Ariba system, SAP, and Amos system
- Microsoft Teams, Zoom, Google Meet

LANGUAGE

Proficiency level: 0 - Poor, 10 - Excellent

Language	Spoken	Written	Read
Bahasa Malaysia	7	7	7
English	7	7	7
Mandarin	8	8	8

Expected salary: RM 4,300.00