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|  |  | **SYLVIA WEE** |
| SUMMARYHighly capable with good interpersonal and communication skills. Detail-oriented, well-organized, and efficient. Personable, diplomatic, with the ability to practice sound judgement and discretion.Able to work both independently and as part of a team. ContactMOBILE:+6-012-201 4668EMAIL:syl\_wee@yahoo.comADDRESS:39 Jalan 1/3, 46000 Petaling JayaSelangor Darul EhsanMARITAL STATUSMarried, with childrenLANGUAGE SKILLSEnglish ••••Bahasa Malaysia ••••Hokkien ••**COMPUTER SKILLS**MS Outlook •••MS Word ••••MS Excel ••••MS Power Point ••**REFERENCES WILL BE PROVIDED UPON REQUEST** |  | EDUCATIONEu Institute, Petaling Jaya, MalaysiaMay 2010 – Dec 2010LCCI Bookkeeping & Accounting (Level 2 Intermediate)Stamford Ladies College, Petaling Jaya, MalaysiaDec 1989 – May 1995* Diploma in Administrative Management, UK
* Diploma in Executive Secretaryship
* Diploma in Private Secretaryship

SM (P) Taman Petaling, Petaling Jaya, MalaysiaJan 1985 – Nov 1989Sijil Pelajaran Malaysia – Grade OneWORK EXPERIENCE**CMY Capital Group – Secretary, Chairman’s Office****Jan 2012 - Present*** Assist in the smooth running of the day-to-day operations of the Chairman’s Office.
* Duties include calls screening, welcoming guests, handling mails, drafting correspondences, preparing reports, maintaining the pantry, purchasing office stationery, managing drivers and maintenance of company vehicles.
* Wrote an office maintenance manual

**Auric Chun Yip Sdn Bhd – Secretary to Country Manager, Malaysia****Aug – Dec 2011*** Provided secretarial support to the Country Manager, Malaysia

**Integrated Professional Services Sdn Bhd – Admin & Accounts Exec****May 2010 – July 2011*** Provided administrative and accounting support to the Managing Director.
* Took up a certificate in accounting course on a part time basis to better understand work

**Boyden CW Global Search Sdn Bhd – Office Administrator****May 2002 – Sep 2009*** Assisted in setting up a formal office
* All duties and responsibilities remained similar to job at Boyden/Garner International.

**Boyden International / Garner International – Office Administrator****Oct 1995 – Mar 2002*** Provided secretarial and administrative support to the Managing Director
* Prepared job descriptions and candidate profiles for presentation to clients
* Liaised with clients and candidates on interview schedules, and with hotels on use of meeting rooms / business centre.
* Prepared full set of monthly accounts by leveraging on the knowledge and experience of colleague
* Was in charge of payroll, invoicing and collection of overdue accounts

**Harpers Trading (M) Sdn Bhd – Confidential Secretary to GM, East Malaysia****Jun 1993 – Aug 1995*** Drafted correspondences, prepared sales reports, scheduled appointments and made flight arrangements.

**Nutri Care Sdn Bhd – Private Secretary to Managing Director****Sep 1991 – Jun 1993*** Prepared correspondence and sales reports
* Recorded minutes of meetings
* Liaised with DCA on registration of company’s products
* Was in charge of office stationery and stock at pantry
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