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|  |  | **SYLVIA WEE** |
| SUMMARY Highly 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. Contact MOBILE:  +6-012-201 4668  EMAIL:  syl\_wee@yahoo.com  ADDRESS:  39 Jalan 1/3, 46000 Petaling Jaya  Selangor Darul Ehsan MARITAL STATUS Married, with children LANGUAGE SKILLS English ••••  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 2010 LCCI 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, Malaysia Jan 1985 – Nov 1989  Sijil Pelajaran Malaysia – Grade One WORK 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 |