



Hooi Lin, Wong



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1, Jalan Kemuning Damai 32/147D
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Skills:

Languages

- English: Advance
- Bahasa Malaysia: Advance
- Chinese (Mandarin & Cantonese): Intermediate

Soft Skills

- Customer Service: Advance
- Time Management: Advance
- Inventory Management: Advance
- Communication: Advance

Objective: Highly motivated retail specialist with 18 years' experience in a fast-paced retail environment with a passion for exploring new career opportunities and personal development

Experience

1997 – 2009

Retail Manager, *Contact Cash & Carry*

- Driving overall administrative and store operations, including visual merchandising, inventory controls and staff roster management
- Recruiting, training, and motivating own team to achieve monthly target.
- Ensuring POS system is efficient and up to date, closely monitoring the store profitability through the management of the company's profit & loss.

2009 – 2017

Managing Director & Creative Designer *Clover Craft Cash & Carry*

- Self-employed - management of own business from administrative to store operations, including sourcing and purchasing
- Creative and passion-driven, customer satisfaction is paramount
- Responsible for all strategic management and capital expenditure
- Ensuring all business policies are up to date – submission of income tax/GST, staff benefits, critical licenses, insurance, maintenance, etc.

2017 – present

Secretary *Asian Football Confederation (AFC)*

- Ensure high efficiency and provide good team support as a secretary for the Research & Creatives Unit and Competitions Support Unit (2017 – 2019)
- Provided support and internal processes for Off-site Meeting (Q1 & Q3) > developed

Referee

- Mr Tham Chee Kong
Tax Accountant
Bandar Baru Klang
(M): + 6 012 296 0118



Action Plan for Competitions Division, introduce and plan fun learning team building to foster unity and team work

- Ensure high efficiency and provide good team support as a secretary for the Commercial Operations Department and Media & Broadcast Department (2019 – present)
- Ensure good coordination and support of internal process with other departments: (General Administrative Office, Procurement, Finance, Events, Corporate Branding, etc.)
- Supported (in secretariat work) Competition Education Courses & Workshop to meet new competitions requirement
- Excellent in recording, preparing and distributing minutes

Education

1997

Sijil Pelajaran Malaysia, SPM

Sekolah Menengah Damansara Jaya, Petaling Jaya

1999

Foundation / Certificate in Business Studies
(Merit)

Kolej Damansara Utama (KDU), Petaling Jaya

2019 - present

Bachelor of Business (Hons) in BA
INTI International University, Nilai

Licenses

An affiliate Registered Financial Planner Member (RFP) with Malaysian Financial Planning Council (MFPC) effective September 2018.