

Curriculum Vitae



Name : Leong Wai Leng, Joyce Contact No. : +6 012 - 3350 776 (Mobile)

Age : 50 years old Date of Birth : 24th December 1972

Marital Status : Single Email Address : joyce_leong123@yahoo.com

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No 6, Jalan 6/38a
51200 Kuala Lumpur
Wilayah Persekutuan

Years of Experience : 24 years of experience (well-versed/still passionate of being a PA)

Qualifications : ✓ Diploma in Admin Management, UK (IAM)
✓ Diploma in Executive Secretarial from Ken Laurel College, KL
✓ Diploma in Secretarial Studies from Bedford Girls College, KL
✓ Sijil Pelajaran Malaysia (SPM, Grade 1)

Brief Background of Job Experiences:

October 2023 till today

✚ Executive Assistant to the Group Chief Executive Officer of a Leading Service Payment Provider (Listed in Bursa Malaysia)

Current Salary : RM8,860.00 Expected Salary: RM10,800.00 (slightly negotiable)
Reason for leaving : Due to the escalating living expenses/Maintaining Current Lifestyle

Job Experiences as an Executive Assistant/Personal Assistant:

The word "resourceful" best described about my role in this Headquarters based in Kuala Lumpur besides assisting the Group Chief Executive Officer (GCEO) in his day to day activities. The saying goes: "it is given that behind every effective boss is a detail-oriented and on-the-ball assistant". That is my main role in supporting the GCEO with the administrative and organisational duties so that he could focus on his core responsibilities while relying on me to follow through on the details. I acquired a broad range of Office skills, thrive on multitasking, stay calm under pressure, spending most of my time making travel arrangements, preparing presentation materials, scheduling appointments and in between handling telephones calls, emails, correspondences and handle every single task according to the precise instructions and high standards of my Immediate Superior. I am an independent and highly motivated individual, able to work within tight deadlines and constantly establish good working relationships with the Senior Management Team and other colleagues as well.

November 2016 till September 2022

✚ Office/HR Manager (cum PA to the Directors of a Reputable Architectural Firm)

Salary last drawn : RM8,200.00
Reason for leaving : For better opportunity

September 2007 till November 2016

✚ Personal Assistant to the Deputy Group Managing Director of HQ/MD of Asia Pacific, SPIE Oil & Gas Services Company (Headquarters based in France).

Salary last drawn : RM7,318.00
Reason for leaving : Company was downsizing/Applied for the Voluntary Separation Scheme

July 2003 till August 2007

✚ Personal Assistant to the Chief Executive Officer, Arthur J. Gallagher Asia (L) Bhd, a Reinsurance Broking Firm (Headquarters based in USA/Regional Office based in Singapore)

Salary last drawn : RM4,400.00
Reason for leaving : For new challenges and better prospect/CEO returning to Germany.

May 2003 till June 2003 (Temporary leading to permanent position)

✚ Senior Secretary to the Managing Consultants of Towers Perrin, a US based Human Resource Consulting Firm

Salary last drawn : RM3,000.00
Reason for leaving : Being offered a permanent position with a much higher remuneration package.

Jan 2003 till March 2003 (Temporary Position, relieving a PA whom was on her maternity leave)

✚ Personal Assistant to the Managing Director of Ipedex SEA, a French Oil & Gas related firm

Salary last drawn : RM3,000.00
Reason for leaving : Temporary Contract Expired/Better Remuneration Package

June 1996 till December 2002

✚ Executive Secretary to the Managing Director, Yokogawa Kontrol (M) Sdn Bhd

Salary last drawn : RM3,180.00
Reason for leaving : Organisation Restructuring/Japanese MD returned to Japan

June 1994 to June 1996

✚ Secretary to the Special Assistant of Advance Synergy Berhad. At the end of 1995, I was transferred to United Merchant Finance Berhad (UMG) along with my former boss's promotion as the Managing Director of UMG.

Salary last drawn : RM1,500.00
Reason for leaving : For Better Remuneration Package

June 1992 till June 1994

✚ Departmental Secretary (Sales Department) in MCSB Sales & Distribution (M) Sdn Bhd, a subsidiary of MCSB Berhad.

Salary last drawn : RM1,000.00
Reason for leaving : Career Advancement

January 1992 till June 1992

✚ Temporary Secretary leading to permanent position. Reporting to the Project Manager of JC&MC Sdn Bhd, a Developer.

Salary last drawn : RM680.00
Reason for leaving : The company was under financial constraint/Housing Projects were not doing well

August 1991 till December 1991

✚ Secretary to the MD of PPKA Sdn Bhd, a small company which operates car parks in vicinity of Ampang, Kuala Lumpur

Salary last drawn : RM550.00
Reason for leaving : For Better Remuneration Package