



Joey Chen

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[012-629 3375](tel:012-629 3375)

Personal information

Date of birth	: 30/12/1986
Marital status	: Single
Place of birth	: Kuala Lumpur
Interpersonal traits & attitude	: <ul style="list-style-type: none">• Highly self-motivated and enthusiastic• Sense of Responsibility• Strong determination, initiative and commitment• Time Management
Highlights	: <ul style="list-style-type: none">• Fast Learner• Dedication and drive as a hard-working individual• Ability to manage multiple tasks in a pressured environment• Teamworking and interpersonal skills

Employment history

1. HiSeven Sdn Bhd

Duration	: September 2023 - March 2024
Senior HR & Admin Executive	summary of job specifications <ul style="list-style-type: none">• Ensure monthly accuracy and timely payroll processing.• Maintain HR Systems and processes.• Oversee the end-to-end recruitment process, including posting job, resume screening, arrange interview and interview coordination.• Manage on-boarding process for the new hires.• Maintain proper records of employee's attendance and leaves.• Assist employees concerns and provide guidance on HR policies and procedures.• Filling and records keeping• Manage office maintenance.• Perform daily administrative tasks assigned.• Prepare reports as requested by the superior.



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2. IOU Pay (Asia) Sdn Bhd

Duration

: December 2020 – July 2023

Assistant Manager, HR (Feb 2021- Present)

summary of job specifications

- Support all internal & external HR-related inquiries or requests.
- Handle tasks assign by CEO.
- Make travel arrangements for CEO and staffs (Flight Ticket & Accommodation)
- Screening incoming resumes as well as application forms.
- Interviewing candidates.
- Posting job descriptions.
- : • Filling positions within an organization.
- Sending job offer and recruiting emails, and also answering queries related to compensation and benefits.
- Handle administrative duties and recordkeeping.
- Responsible for foreign workers work passes.

Senior Admin Executive (Dec 2020 – Jan 2021)

- Assist in preparing all documentation for the office.
- Manage office maintenance.
- Ensure new joiner are equipped with the necessary on their first day of work (etc: biometric, access card, introduction)
- : • Perform daily administrative tasks assigned.
- Make travel arrangements for CEO and staffs (Flight Ticket & Accommodation)
- Provide all Purchasing functions mainly issuing Purchase Order and follow up.
- Prepare reports as requested by the superior



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3. iPay88 Holding Sdn Bhd

Duration

: Sept 2017 – November 2020

IT Administrator Executive

summary of job specifications

- To perform daily administrative tasks assigned.
- To make travel arrangement for staffs (Flight Ticket & Accommodation)
- To ensure new joiner are equipped with the necessary on their first day of work
- Provide all Purchasing functions mainly issuing Purchase Order and follow up.
- To assist in documentation
- To monitor internal processes and ensure it adheres to policies.
- To do some CR report



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4. Bubble Deck Construction Sdn Bhd & BDC Concrete Sdn Bhd

Duration

: June 2015 – June 2017

Exec - Purchasing

summary of job specifications

- Collate Purchase Orders and purchase requisitions in order to order materials, goods and supplies.
- Review inventories and others as required.
- Liaise with suppliers and internal departments on day to day basis.
- Review the deliveries against the order and track the status.
- Provide all Purchasing functions mainly issuing Purchase Order and follow up on delivery.
- Handling all related documentation in purchasing department.
- To maintain a systematic filing system and safe keeping of important documents.
- Meet with vendors to negotiate improved pricing, product quality and delivery.
- Responsible for material planning and inventory control.

Exec – Admin

summary of job specifications

- Managing day to day operations of the office.
- Organising and maintaining files and records.
- Planning and scheduling meetings and appointments.
- Provide general administrative support including but not limited to : phones, distributing faxes and prepare expenses reports..
- Coordinate and Administer the Management calendar



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5. Aeco Technologies (M) Sdn Bhd (Garmin)

Duration : Feb 2008 – May 2015

summary of job specifications

Admin Clerk

- Prepare Quotation
- Prepare monthly sales reports for Director.
- Prepare invoices & DO daily
- Filing in systematic for Sales Order, Daily Reports & Delivery Listing Quotation
- Check availability of Stock
- Handling Company outlet sales.

6. Viewtech & Communication Sdn Bhd

Duration : Apr 2005 – Feb 2008

summary of job specifications

**Receptionist
cum General
Clerk**

- Check availability of Stock
- Prepare Quotation
- Maintain records of goods ordered and received.
- Handling Phone Calls



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Education background

1.School Education

Institution	: SMK Convent Jalan Peel
duration	: 1999-2003

2.School Education

Institution	: SRK Convent Jalan Peel
year	: 1994- 1999

Additional skills&KNOWLEDGE

Computer	: ISO 9001 : 2008, Microsoft Office, Microsoft Word, Microsoft Excel, UBS Stock & Inventory,
Spoken	: Cantonese, Malay, English, Mandarin
Writing	: Malay & English
Dialect	: Cantonese, Malay, English

Current salary drawn & EXPECTED SALARY

Current Salary	: RM 5,800.00
Expected	: RM 6,500.00
Availability	: 1 Month

Reference CONTACT

1. Name	: Jason Chong
Position	: HR Manager
Contact no.	: 016-328 4622
Company	: IOU Pay (Asia) Sdn Bhd
2. Name	: Edward Tan
Position	: CEO
Contact no.	: 017-330 0026
Company	: IOU Pay (Asia) Sdn Bhd