

Wong Jia Yee

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EDUCATIONAL BACKGROUND

Inti International College Subang (Jan 2022-2023)

Master of Business Administration Global Business in Collaboration with
Coventry University, UK.

Completion Date: December 2023

Inti International College Subang (Jan 2016-2018)

B.A (HONS) In Accounting and Finance 3+0 in collaboration with University of
Hertfordshire, United Kingdom

Completion Date: December 2018

Inti International College Subang (Jan 2015-Dec 2015)

Foundation in Business Information Technology

CGPA 2.99

Chempaka USJ

IGCSE –O-level (2014)

WORK EXPERIENCES & KEY SKILLS

IBM Malaysia Sdn Bhd -Accounting Analyst

Analyze and review accounting entries or journals.

Feb 2019- Aug 2019

Maintain accounting entries to ensure accuracy.

Follow up issue to ensure the accounting entry flow smoothly.

Provide advice and guidance to finance analyst.

Noble Voice Sdn Bhd -Risk Management Consultant (Sales Executive)

Provide professional advisory to customer

Nov 2019- Nov 2020

Promote company products and services to customer

Proactively manage and build long term customer relationship

Provide good after-sales service

Schedule appointments to meet prospective clients

Khind Marketing (M) Sdn Bhd- Purchasing Executive

Nov 2020- Dec 2022

Track orders and ensure timely delivery by the import and local suppliers.
Arrange shipment, coordinate with forwarder
Maintain the quantity of goods received from suppliers.
Planning of replenishment, monitor stock level and place orders as needed.
Issue Purchase Order. (Trading)
Ensure sufficient inventory / goods / stock (planning and analysis)
Cost down negotiation
Import shipping documents
Costing and monthly reporting
Maintain good relationship with suppliers. (Mainly deal with china suppliers)
Problem Solving
Perform other tasks assigned from time to time.

**American Air Filter Manufacturing Sdn. Bhd.-Senior Purchasing Executive
Purchasing Executive**Apr 2024 - Present
Jan 2023- Apr 2024

Issue Purchase Order (Raw material & Indirect P&I)
Experience in using SAP system
Planning of replenishment, monitoring stock level and placing orders as needed.
Maintain good relationships with suppliers. (Mainly deal with Oversea suppliers)
Problem Solving
Investigate and negotiate with suppliers for quality issues.
Safety stock and purchase ratio analysis

CO-CURRICULUM ACTIVITIES

- | | |
|---|-----------|
| 1.Maybank Go Ahead Challenge (Case study challenge) | |
| 2.Google Ignite Program | May 2016 |
| 3 Magic cube case study challenge | Aug 2016 |
| 4.PWC Trust Builders | Mar 2017 |
| 5.Nielsen Case Competition | Apr 2017 |
| 6.CIMB Asean Stock Challenge | Oct 2017 |
| 7.Century Employer Project on implementation of MFRS 9& MFRS 15 | Nov2017 |
| 8.Deliotte Tax Challenge | Oct 2018 |
| 9.Symposium | Sept 2018 |

Training

1. Kaizen Project –Supplier Profiling
2. Problem Solving
3. Developing Competencies in Cost Reduction and Negotiation for Purchasing

Feb-Nov 2021
Mar 2021
June 2024

SKILLS & INTERESTS

1. Presentation skills
2. Good leadership
3. Problem solving
4. Communication skills
5. Negotiation skills

REFERENCES

Ms. Pei Yee

Ms Li Si

Senior Executive

Senior Executive

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