



# GENIE TANG

Senior Sales Support/Commercial Executive

## WORK EXPERIENCE

**Senior Executive - Project Sales Support (2022 Feb – Present)**

**Junior Executive - Project Sales Support (2021 August – 2022 Jan)**

### Signature Cabinet Sdn Bhd (Signature International Berhad)

#### Achievements/Tasks

- Assist Project Sales Team in preparing quotation for tender submission.
- Prepare & assists in submitting all tender related document & calculation such as drawing proposal, project discount structure, Bill of quantities (BQ) , rationalization, project variation order (VO) calculation, etc.
- Documentation & processing of Pre-contract work including cost analysis from various supplier & vendors, summary scope of tender.
- Evaluation of price comparison, costing summary & work out competitive tender price.
- Prepare material specification list & appliances proposal according to project requirement.
- Prepare sales related document such as project track record list, cover letter, pre-qualification document, etc.
- Prepare sample board & presentation slides for tender/meeting presentation.
- Prepare show unit/mock up FCF submission.
- Issues sales order for show unit/VIP unit.
- Coordinates & liaise with supplier for pricing, sample and etc.
- Coordinated with related department on keeping sample stock.
- Update work process for each project during the daily check in meetings.

**Commercial Executive (2018 May – 2021 July)**

### Stone Empire Marketing Sdn Bhd

#### Achievements/Tasks

- Prepare all pre-contract documentation including tender preparation, taking off, BQ, quotation, cost plan, evaluating contractor's and supplier's cost.
- Responsible to verify, cost control of all suppliers, sub-contractor, workers and etc inclusive project claims and expenses.
- Request quotation from other suppliers/sub-contractors
- Negotiates, compare and coordinate between suppliers, sub-contractors, and vendors.
- Prepare pre and post project budget, progress claims, projected cash flow, tender documentation and final accounts.
- Prepare and verify monthly work done for contractors /suppliers.
- Attend site valuation with consultant QS/ sub-contractors
- Prepare letter of award/ work order to sub- contractor
- Attend tender interview / meeting

## PROFILE

Good communication skills, attention on details, able to meet short completion lead time, highly self-disciplined, good time management, adaptable person and reliable team player

## CONTACT

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016 – 469 5200

EMAIL  
[zheeni.zn@gmail.com](mailto:zheeni.zn@gmail.com)

## SKILLS

Microsoft Excel  
Microsoft Words  
Microsoft Power Point  
Microsoft Outlook  
Sketch Up  
Auto Cad  
Auto Desk Design Review

## LANGUAGES

Bahasa Melayu  
Bahasa English  
Bahasa Mandarin  
Cantonese  
Hokkien

## EDUCATION

### **Undergraduate Programme**

University Tunku Abdul Rahaman ( Sungai Long Campus)  
Bachelor of Science (Honours) Quantity Surveying -May 2013 – Oct 2017

### **Pre- University Programme**

University Tunku Abdul Rahaman ( Kampar Campus) - May 2012 – May 2013  
Foundation in Science