



WONG FONG YEEN (JESSIE)

Personal Particulars

Address : No. G-4, Block Lantana,
Mutiara Perdana Apartment,
Lengkok Kelicap,
11900 Bayan Lepas,
Penang.

Tel (Home) : 04-6117777

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Email : jcfywong@yahoo.com

IC No. : 760401-08-5028

Age : 48 years old

Gender : Female

Nationality : Malaysian

Marital Status : Married

Race : Chinese

Religion : Buddhist

Education Background

Highest Education

- Level : Bachelor Degree
- Field of Study : Bachelor of Management with Honours
- Major : Retailing
- University : OUM (Open University Malaysia-2024)
- Qualification : Satir Transactional Systemic Therapy Elementary
(Penang – 2024)
- Executive Diploma of Child Psychology
(University Utara Malaysia-2013)
- Diploma in Accounting – AAT
(Systematic Business Training Centre-1997)
- SPM (SMJK Perempuan Perak-1994)
- SRP (SMJK Perempuan Perak-1992)

Employment History

1. Company Name : Ideal Capital Venture Sdn Bhd-Penang
- Industry : Property Development
- Position : Accounts Executive
- Duration : October 2023 – March 2024
- Salary : RM 4,400.00

Work Description

- Preparing full set of accounts for 8 companies using Master (1 manufacturing, 1 trading, 3 property development & 3 property investing)
- Handle full set of accounts and responsible for closing and preparation of monthly financial reports in accordance of statutory compliance and accounting standards requirement.
- Update daily cash flow status and simple projections.
- Preparation of Bank reconciliation.
- Dealing with tenants for monthly rentals, renewal of tenancy agreements, follow up for bad debts and any discrepancies with lawyers for issuing of NOD & NOT.

- Ensure compliance with local regulations particularly relating to statutory requirements, taxation, withholding tax and etc.
- Liaise with external auditor, statutory bodies, secretarial, bankers for audit/bank/tax/banking matter.

2. Company Name : Leaderland Sdn Bhd-Penang
 Industry : Education
 Position : Admin Executive & Assistant Teacher
 Duration : June 2018 – November 2018 (6 Months)
 Salary : RM 2,500.00

Work Description

- Preparing monthly invoices and official receipts for 4 branches.
- Executing & monitoring daily administrative works based in HQ.
- Tightly tracking of monthly collections and debtors aging analysis.
- Preparing reminders for outstanding debtors.
- Issuing payment transactions to suppliers and all correspondences to parents.
- Monitoring daily collection and bank-in cash & cheque transactions.
- In-charged for petty cash such as issuing petty cash vouchers for staff claims and maintain the reimbursement.
- Morning session : be a helper in preschool children.
- Noon session : providing tuition to primary school students. (English & Chinese)

3. Company Name : Part Time-Penang
 Industry : Education
 Position : Private Tutor
 Duration : On going

Work Description

- Private Tutor – English, BM & Mandarin (early years/primary/secondary)
- Private Tutor – English & Mandarin for adults (Beginners)
- Private Tutor – Business subjects for college learners & adults.
- Art & Craft Teacher – Drawings, paintings (art therapy) & craft activities for children.

4. Company Name : IJM Properties Sdn Bhd-Penang
- 4.1 Industry : Developer, Property Management
- Position : Credit cum Administrative Executive (Leasing)
- Duration : April 2015 – April 2017
- Salary : RM 4,200.00
- 4.2 Position : Accounts Executive (Property Development)
- Duration : April 2009 - March 2015
- Salary : RM 3,200.00
- 4.3 Position : Admin & Accounts Assistant (Property Management)
- Duration : November 2007 – March 2009
- Salary : RM 2,000.00

Work Description (Credit cum Administrative Executive-Leasing)
(April 2015 – April 2017)

- Support the Head of Leasing in planning and implementing the tenancy mix in the retail mall.
- To source for new and suitable tenants with good retail concept for retail space in line with the tenant mix planning.
- Handle leasing enquiries.
- Establish and maintain good landlord-tenant relationships.
- Conduct market research on shopping centre in order to keep abreast with retail property developments in the market.
- Follow up with potential tenants and lawyers for closure of leasing agreements.
- Tenant liaison and coordination with internal departments for matters related to tenancy and fit-out.
- Coordinate with tenants on a regular basis to resolve issues, attend to tenants' needs and provide optimal level of service.
- Maintain and updating tenants' database into the existing property management system.
- To assist in rental collection and recovery of rental arrears.
- Assist in office mall tenancy matters including preparation of tenancy agreements, dealing with property agents, coordinating with internal mall management personnel and building good rapport with current/ potential tenants.
- Prepare initial leasing documents – upon approval of Leasing Requests – for tenants' review.
- Attends to leasing issues and consequently drafts appropriate changes to leasing documents to protect the Landlord and close the transaction.

- Manage the amending of leases, assigning of leases, and termination agreements.
- Monitor internal tenancy document activities to ensure always up-to-date and completed on time.
- Foster good working relationships with tenants, and sees to it that they fully understand and comply with Tenancy Agreements and Leasing Procedures.
- Prepare weekly reports on tenants and their readiness to open on time.
- Generate and send out billings to tenants according to scheduled date.
- Perform adjustment of billing when there is any defer of rental commencement and revised of area.
- Monitor the collection of payments from promotion event tenants closely.

Work Description (Accounts Executive-Property Development, Admin & Accounts Assistant-Property Management) (November 2007 - March 2015)

- Preparing monthly full set of management accounts using IFCA & Microsoft Excel, meeting dateline before 10th every month & submit to Head Office.
- Preparing monthly financial reports and management accounts to JMC.
- Dealing with the bankers and lawyers regarding the sub-sale & refinancing matters (preparing statement includes advancement-part of consent letter, change of units ownership-final record of transferring of name, follow-up amendment of insurance certificate) etc.
- Preparing monthly statement and quarterly invoices to be sent to the purchasers.
- Monitoring the collection of debtors by sending reminders, Notice of Demand and follow-up with phone calls to the purchasers whose outstanding balances are overdue.
- Handling the daily administration work based on the ISO procedure such as dealing with the owners complaints, issuing official receipts/access card/motor vehicle stickers, answering phone calls, filing documents, updating owners' latest information etc.
- Issuing debit notes and credit notes for bank charges (outstation cheques) and interest charged on late payment/interest waiver.
- In-charged for the petty cash reimbursement.
- Handling daily banking transactions (deposit for cash and cheque)
- Preparing bank reconciliation and submit to head office before 20th monthly.
- Preparing payment requisition note & payment vouchers after matching all the invoices and debit notes with the supporting documents and ensure that the cash flow is sufficient.
- Checking and reconcile the sub-contractors' valuation claim with the sub-contractors for purchase ledger transactions and payment made.
- Preparation and submission of GST.
- Liaise with auditor, company secretary, tax agent and bank on relevant matter.
- HDA cash book updating, withdrawal documents preparation and dealing with bankers for the transactions confirmation
- Access to online banking with token for issuing payments and monitoring the inflow and outflow fund.

5. Company Name : Awan Setia Sdn Bhd (MechMar Group)-Penang
Industry : Property Management
Position : Accounts Officer
Duration : December 2003 – November 2007 (4 Years)
Salary : RM 1,700.00

Work Description

- Preparing monthly full set of accounts for property management using ACCPAC & Microsoft Excel.
- Preparing monthly collection reports, service charges analysis, bank reconciliation, trade debtors aging analysis and trade creditors aging analysis.
- Preparing official receipts posting check against the copy of receipts weekly using IFCA.
- Preparing calculation of labour wages, credit notes & debit notes monthly.
- Issuing cheques, payment vouchers, official receipts, purchase order and dealing with suppliers and debtors.
- Monitoring daily collection and bank-in cash & cheque transactions.
- In-charged for petty cash such as issuing petty cash vouchers for staff claims and maintain the reimbursement.

6. Company Name : Autron Plastics Industries Sdn Bhd-Petaling Jaya
Industry : Manufacturing & Trading
Position : Accounts Assistant
Duration : April 2001 – October 2003 (2 Years 7 Months)
Salary : RM 1,850.00

Work Description

- Preparing full set of accounts for 3 companies using ACCPAC (2 manufacturing & 1 trading)
- Preparing sales invoices monthly using ACCPAC.
- Preparing cash book, sales reports, stock list, commission paid, staff claims, salaries & wages, credit notes, debit notes and reminders.
- Issuing cheques for payments to creditors and in-charged of bank matters.
- Preparing forms and bank drafts for (submission of sales tax, renewal of bank guarantee, letter of credit 'LC', etc.).
- Dealing with suppliers & customers for payments and collections for bad debts and any discrepancies.
- Implementing management & documentation in factory (visiting factory quarterly)

7. Company Name : FBD (Malaysia) Sdn Bhd-Petaling Jaya
Industry : TAZA Fast Food Restaurant
Position : Accounts Supervisor
Duration : September 2000 – February 2001 (6 months)
Salary : RM 1,750.00

Work Description

- Supervising 2 junior staff in order to make sure daily sales are up to date
- Preparing weekly budgeted cash flow (transferring of funds) as it is a foreign company
- Preparing daily sales reports in all outlets weekly.
- Preparing monthly cash book for head office and all outlets
- Issuing cheques for payments to creditors and in-charged of bank matters.
- Preparing letters to banks and government for (submission of service tax, application of bank guarantee, application of licence, etc.)
- Dealing with suppliers for payments, reconciliation of goods received against, invoices, debit notes & credit notes. In-charged of petty cash reimbursement.

8. Company Name : Sepejal Sdn Bhd (Sunway Group)-Selangor
Industry : Accounting & Secretarial company
Position : Accounts Assistant
Duration : December 1999 – July 2000 (8 months)
Salary : RM 1,500.00

Work Description

- Setting up a new medium-sized accounting & secretarial company
- Preparing full set of accounts for about 30 external companies and 5 inter-companies monthly.
- Preparing invoices, debit notes and credit notes charged to each customers.
- Issuing cheque for creditors.
- In-charged of petty cash fund.

9. Company Name : K.H. Kuan Co.-Petaling Jaya
- Industry : Audit & Accounting firm
- Position : Semi-Senior Audit & Accounts Assistant
- Duration : July 1997 – November 1999 (2 Years 5 months)
- Salary : RM 1,200.00

Work Description

- Audit work & preparing audit report for limited companies
- Secretarial audit (Form 24, 49, 13A etc.)
- Preparing full set of accounts using ICS, Microsoft Excel & manual system.
- Preparing sales day book & debtors ledger from the sales invoices, debit & credit notes.
- Preparing purchases day book & debtors creditors ledger from the suppliers' invoices, debit & credit notes and delivery notes.
- Preparing cash book and petty cash book from all the receipts and payments.
- Posting all the double entries into the general ledger.
- Tax computation
- Preparing all the relevant documents & listing (bank confirmation, E.P.F. & socso schedule, bonus & allowance list, salaries & wages list, fixed assets schedule, trade debtors & trade creditors list, other creditors & accruals list, deposits & prepayments list, etc.)
- Preparing bank, debtors, creditors and profit & loss account reconciliation.
- Preparing final accounts (Trial Balance, Profit & Loss Account, Balance Sheet)

Computer Skills

- 1) IFCA (Accounting)
- 2) ACCPAC (Accounting)
- 3) ICS (Accounting)
- 4) MYOB (Accounting)
- 5) UBS (Accounting)
- 6) Impact Award (Accounting)
- 7) Office Power (Word Processing)
- 8) Microsoft Excel & Word
- 9) Million (Accounting)
- 10) SQL (Accounting)
- 11) JDE (Accounting)
- 12) AUTO COUNT (Accounting)
- 13) MRI
- 14) Master (Accounting)

Languages

- 1) Spoken : English, Bahasa Malaysia, Mandarin, Cantonese
- 2) Written : English, Bahasa Malaysia, Chinese

Personal Traits And Attitude

- Self-motivated, discipline, take initiative and driven with strong desire to excel
- Able to work independently, leadership and team work
- Responsible, friendly, task & people oriented
- Ambitious for continuous learning, improvements and personal growth
- Intelligent in administrative work such as planning, organising & evaluation
- Flexibility, innovative and creativity in any changes
- Passion in education with children, keen in art, counselling, psychology

Social Activities / Clubs / NGO Volunteering

- 1) Befrienders Penang
- 2) D'Home
- 3) BOLD

Preferences

Willing to Travel : Yes
Willing to Relocate : Yes
Posses Own Transport : Yes
Expected Monthly Salary : RM 5,000.00
Availability : Immediately

References

Name : Ms Seow Poh Poh
Telephone : 04-2961245
Position : Assistant Manager, Finance
Company : IJM Properties Sdn Bhd
Relationship : Ex-colleague

Name : Ms Ooi Jin Ai
Telephone : 04-6424360
Position : Admin & Finance, Senior Executive
Company : Awan Setia Sdn Bhd
Relationship : Ex-colleague

Name : Yeo Boon Yee
Telephone : 012-2600381
Position : Accounts Manager
Company : K.H. Kuan Co.
Relationship : Ex-colleague