



Hee Xin Wei (Gigi)

D.O.B: 21th Feb 1990

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Profile Summary

A highly organized and detail-oriented professional with over 8 years' experience providing thorough and skillful administrative support to senior executives. Excellent previous background in sales professional with a knack for matching customers with optimal products and services to meet their specific needs. Consistently received excellent feedback from customers.

Professional Experience

April 2022 – Ongoing

Perbadanan Bekalan Air Pulau Pinang – Secretary Assistant

- ✓ Update & maintain the payroll system for Board Members including EA forms generation.
- ✓ To assist in the preparation of Board Papers and the compilation of Risk Management Committee Meeting Reports.
- ✓ To assist in Sustainability Reporting matters including the issuance of board/Sukuk.
- ✓ Ensure confidentiality and accuracy of documents and ensure despatch of board files within the targeted timeframe.
- ✓ Liaise with company secretary on coordination of documents. Maintain filing and record of board-related matters and Risk Management.
- ✓ Arranging & assisting the preparation of BODM, RMC, Sustainability Committee. Finance Committee, ARMC Committee, Nomination & Remuneration Committee, Disciplinary Appeal Board, Establishment Committee, Tender Board & Integrity Committee.
- ✓ To assist in the Annual Report compilation.
- ✓ To assist in the preparation of the AGM.
- ✓ Undertake the general clerical & administration of the Board Secretariat. Assist in minute taking for meetings as and when required.
- ✓ To perform other related duties that are required by the management from time to time.

January 2019 – March 2022

Pantai Hospital Penang – Administrative Officer

- ✓ Performs a wide variety of assignments which are mostly confidential in nature and monitoring Consultant related matters. To ensure that all consultant agreements, records of consultants' personal files, APC, medical indemnity are monitored, renewed and update accordingly.

- ✓ Issues and arranges for distribution memorandums to Consultants, HODs, staff & also ad-hoc task as instructed by the Admin Manager and the CEO.
- ✓ Maintains Admin Department's processes and update files, records and other documents to comply with MSQH standards. Involved in all Quality Improvements activities of the Admin Department and the Hospital.
- ✓ Ensure timely preparation of the Monthly On-call Roster of Consultants and Medical Officers' Duty Roster.
- ✓ To organize, plan and arrange for Board of Visitors (BOV) meetings and Hospital tour accordingly to schedule. To take minutes of meeting of BOV.
- ✓ To ensure smooth arrangement of interviews of new applicants for Specialist's position.
- ✓ To ensure all needs of new consultants are arranged and put in place (eg: name cards, clinic plaque, welcoming memo, liaise with PR department to inform patients and visitors within hospital, liaise with marketing department for informing corporate clients, etc)

June 2017 – January 2019

BSG Property - Sales Admin cum Credit Control Assistant

- ✓ To handle day to day Sales Administrative activities up to delivery of vacant possession and customer relations.
- ✓ To manage the process of loan documents, including liaising with solicitors, end-financiers and purchasers on Sales & Purchase Agreement.
- ✓ To ensure proper filling system and information posted in SAGE system is up-to- date.
- ✓ To ensure timely generation of progress billings upon receive of Architect Certificate.
- ✓ To monitor and ensure progressive payment are collected within the stipulated time frame.
- ✓ To prepare and compile billing and collection reports as required by management
- ✓ Organise proper filling system.

September 2013 - May 2017

Takasima Industries Sdn Bhd – PA to CEO

- ✓ Maintaining diaries, arranging appointments
- ✓ Filing; organizing meetings, Preparing letters, presentations and reports.
- ✓ Implementing and maintaining procedures/administrative systems
- ✓ Liaising with staff, suppliers and clients

September 2008 - January 2013

The Body Shop - Deputy Shop Manager

- ✓ Build rapport with customers, create more loyalty customers.
- ✓ Perform demonstration at some makeup workshop. Stock Management / Paper Works & Reports
- ✓ Responsible for the operation, selling skills and customer service.
- ✓ Duties include opening and closing the store, hiring and training new recruits and handling managerial function.

Education

2013 - 2015

Olympia College

Program : Executive Diploma in Business Management

Major : Business Management

2003 - 2007

SMK Heng Ee

Program : SPM

Major : Art Stream

Seminar Program

1. Challenge of Leadership Excellence (25th & 26th August 2009) by Dr Lawrence Walter Ng – Lawrence Walter Seminar
2. Mastery of Sales & Service Leadership (20th & 21th April 2010) by Dr Lawrence Walter Ng – Lawrence Walter Seminar

Language Proficiency & Skills

1. Competent user of Microsoft Word, Excel and Powerpoint
2. Driving: Malaysia license, full and clean
3. Languages: English, Mandarin and Malay