

# LIM SHI YIN

SENIOR EXECUTIVE CREDIT CONTROL



## PROFILE

Experienced Sales Administrator with 2 years of expertise in sales admin processes and procedures, providing essential support for housing loan approvals and facilitating the signing of Sale and Purchase Agreements (SPA) until confirmed sales. Dedicated and results-driven Credit Controller with over 4 years of experience in managing credit process and collections. I am eager to pursue a challenging role in credit control to further develop my skills and contribute effectively to the team.



## EMPLOYMENT HISTORY

### Sales Administration

*Lagenda Properties Sdn Bhd, Perak | 2018 – 2020*

- To monitor on the follow-up with purchaser(s) on Differential Sum
- To monitor on the follow-up with Purchaser(s) on providing documents for apply housing loan.
- Liaise with purchasers, solicitors and end-financiers to expedite Loan approval process and expedite documentation until signed & Stamped SPA

### Senior Executive Credit Control

*Lagenda Properties Sdn Bhd, Perak | 2020 – Present*

- Able to multitask in order to meet deadline.
- Leading and assisting team members operations of maintain documents into files to ensure regulated and smooth running.
- Ensure timely collection through timely billings, and loan documentation.
- Co-ordinate with lawyer the process and progress of Execution, Adjudication, Registration and until first drawdown.
- Perform and complete monthly progress billing & collection are up to date.
- Identifying customer payment problems and ensuring speedy resolutions.
- Process on Progress of Architect Certificate.
- Ensure the instalment/DPN are pay in a timely manner.
- Ensure all documentations send out within timely
- Ensure that collections are kept fully up to date and accurate with account
- Resolution of any queries or issues between Purchaser, Colleague, Banker and Lawyer
- To maintain customer goodwill and customer retention
- Checking for Lawyer Fees Listing
- Giving full support to Manager.



## CONTACT

### Address

No 241, Lorong Senni 7, Bukit Banyan, 08000 Sungai Petani, Kedah.

### Phone

+6014-3447021

### Email

limpupu96@gmail.com

### Date of Birth

Nov 19, 1996



## RELEVANT SKILLS

Microsoft Office Excel/ Word & PowerPoint



Time Management



Confidence and persistence



Cooperation and Teamwork



Communication Skill



Problem-Solving Capabilities



## LANGUAGES

English



Mandarin



Malay





## **EDUCATION**

**University Tunku Abdul Rahman (UTAR), Perak**

*Bachelor of Business Administration(Hons) | 2015 – 2018*

*(CGPA: 3.49/4.0)*

*Muet- Band 3*

**University Tunku Abdul Rahman (UTAR), Perak**

*Foundation in Arts | 2014 – 2015*

**SMJK Nan Hwa, Perak**

*2009 – 2013*

**SJK (C) Chong Cheng, Perak**

*2003 – 2008*