

SHIRLEY SOO BBA (Hons), MinstAm (Adv. Dip) UK, MIM-CPT, MMIM

Shirley started her career as Secretary to Director/GM in Mayflower Acme Tours (a leading travel & tour operator in Malaysia established since 1960) and now she is working in Maybank, Cards Marketing Department.

On the professional membership, Shirley currently as member of the Malaysian Association of Professional Secretaries and Administrators (MAPSA) (formerly known as Secretaries' Society Malaysia established in 1968) since 2008. MAPSA is affiliated to The Association of Secretaries and Administrative Professionals in Asia Pacific (ASAPAP) affiliated with members from over 14 countries. She had served MAPSA as Event Managers, Deputy President & Vice President for the term 2010-2011.

With the result-driven abilities in working in the challenging working environment, she is able to work well with tight deadline to ensure the task given was completed. With more than 20 years' working experience, she processes good time management to plan & prioritize jobs & to meet deadlines well ahead of the tight deadline.

Besides the Administrative Management qualification, Shirley also processes Human Resource Management & Travel Management Certificate.