

Malaysian Association of Professional Secretaries & Administrators – MAPSA

Biography

Fung Mei Kuen (Jessie)

Since 1990, Jessie Fung has explore into administration and has since gained 26 years of experience in various companies from banking, property, professional society to trading company. She is good at multi-tasking and has organisational skills especially in managing medical conferences.

Company

2016 - Current	Systems Electronics & Engineering Sdn Bhd (Prosound Distributor) Administration Executive
2006 – 2015	College of Radiology, Academy of Medicine of Malaysia (Professional Society for Radiologist) Executive Secretary
2006 – 2009	Integro Technologies Sdn Bhd (IT company that develops internet banking) Administration Manager
2003 – 2006	Softcell Sdn Bhd (Boutique Advertising Agency) Adminstration Excecutive
2002 – 2003	Kueen Lai Properties Sdn Bhd (Property Developer) Senior Sales Administrator
2001 – 2002	Country Heights Sdn Bhd (Property Developer) Credit Control Officer
1998 – 2002	PDC Construction Sdn Bhd (Construction Company) Administration Officer
1993 – 1998	Sri Serdang Sdn Bhd (Property Developer) Sales Clerk
1992 – 1993	Deutche Bank AG, Kuala Lumpur (Banking) Bank Clerk
1990 – 1992	HongKong Bank Ltd, Singapore HQ (Banking) Bank clerk