






ABOUT ME

-  Kampar, Perak
-  016-5355644
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PERSONAL SKILLS

- Leadership
- Communication
- Management

CHAI YAN YEE

EDUCATION

Bachelor's of Commerce (Hons) Accounting CGPA : 2.53 | 2015-2018 Accounting University Tunku Abdul Rahman, Perak

Diploma In Business Studies, Accounting
CGPA : 3.03 | 2013-2015
Tunku Abdul Rahman University College

EXPERIENCE

HR MANAGER

Top United Pacific Group Sdn Bhd
JUNE 2025-CURRENT

Human Resources Manager at Top United Pacific, responsible for overseeing the full spectrum of HR and administrative functions. Led the setup and implementation of the TimeTec attendance and workforce management system, and managed HR operations and performance monitoring across three branches. Handled employee lifecycle documentation including appointment, probation, warning, show cause, and termination letters. Actively involved in payroll processing, employee handbook revision, and the planning of team-building activities to strengthen company culture. Additionally, supported management in editing internal communication and culture-related videos.

Daycare Supervisor

Webest Education Sdn Bhd
Mar 2023-March 2025

Oversaw academic progress for 60 daycare students by monitoring and assisting with homework assignments, ensuring academic standards were met. Maintained consistent communication with parents, delivering detailed reports on student progress and addressing specific concerns. Conducted regular parent consultations to foster strong relationships and align on developmental goals. Resolved parental complaints and effectively managed student behavioral challenges through tailored strategies and interventions. Designed and implemented comprehensive training programs for daycare staff, enhancing team productivity and service quality.

EXPERIENCE

Cash and Trade Processing

Citigroup Transaction Services Management

Sep 2019 -Mar 2023

Perform day to day transactional processing. Deliver service in line with agreed service standards and turnaround time to meet customer's expectation. Provide support to Relationship manager of various business unit (HONG KONG). Participate in compliance related activities to minimize the losses. Familiar with UCP 600 & URC 522.

Assistant Manager

OCBCBankBerhad | Jun 2018-Aug 2019

Control account receivable and account payable. Do the transaction Bad debt recovered card and loan. Update daily reconciliation, Report (Bad Debt recovered and Holding account). AKPK proposal, credit balance refund, maintenance tagging (terminated by AKPK), non- movement Report, Host and Master list, Release letter (for customer who is fully settled their loan). Use CTOS and CRIS check customer background. Filed Proof of Debt. Bankruptcy search, tagging decease and bankrupt. Unsecured litigation mailbox and COD admin mailbox. Monthly report-failed cases. Check unbilled legal fees or unpaid legal fees

Trainee & Partimer

QualityCoilsIndustriesSdnBhd| Sep 2017-Mar 2018

Prepare payment voucher, check invoices and match with purchase order and purchase requisition form. Use UBS system key payment voucher, bank receipt, local sales invoices, GST raw material. Assisted in day to day accounting tasks: entered A/P and A/R, processed payments, organized client billing folders, procedure documentation. Reconciled bank statements and ledger accounts. Performed general office duties: filing, scanning, mail, processing, and data entry

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