

## **PROFESSIONAL EXPERIENCE**

### **KAREN CHEAH WOON LING**

Name under PSMB: Cheah Woon Ling

Karen Cheah has been involved in Microsoft Office Training and Consulting for more than 18 years with the intention of helping working adults reach their full capability which in return will increase their work productivity. Throughout her many years of experience, she had participated with various projects involving Information System Development, Webpage Design and Programming using PHP and VBA Programming.

Karen Cheah is a PSMB Certified Trainer who has been giving MS Office training for many Manufacturing & Service companies and Government Sectors. She has trained thousands of working adult through in-house & public trainings for the past 15 years.

Type of participants are Managing Directors, Managers, Supervisors, Accountants, Engineers, Technicians, Human Resource Personnel, Administrators, Sales and Marketing Managers, PA, Entrepreneurs, Government Servants, Nurses, Polices, Lecturers, Planners, Operators and Clerical Staff etc.

She specializes in coaching MS Word, MS Excel, MS Excel with VBA, MS Access, MS Access with VBA, MS PowerPoint, MS Publisher, MS Outlook, MS Office 365, PHP and MySQL; developing Information Systems; designing webpage & blogs etc.

### **LIST OF COMPANIES BEING TRAINED:**

- MARDI
- MOE (Kementerian Pendidikan Malaysia)
- TNB (Tenaga Nasional Berhad)
- LAP (Lembaga Air Perak)
- Pengurusan Pasir Perak
- Keretapi Tanah Melayu Berhad (KTMB)
- Faber Medi-Serve Sdn Bhd
- Lafarge Malaysia
- Camfil Malaysia Sdn Bhd
- Aalborg Portland Malaysia Sdn. Bhd.
- Latexx Partners
- Finisar (M) Sdn Bhd
- Carsem (M) Sdn Bhd
- Dindings Poultry Processing Sdn Bhd (Ayam Dindings)
- Ayamas Food Cooperation Sdn Bhd
- QSR Brands (KFC, Pizza Huts, Lite, Ayamas)
- Indofood (M) Food Industries Sdn. Bhd.
- Malayan Flour Mills Berhad
- Chuan Sin Sdn Bhd (Spritzer)
- MSBB Engineering Sdn. Bhd
- Kawan Engineering Sdn. Bhd

- Higard (M) Sdn Bhd
- Lhoist Malaysia Berhad
- YTL Industries Sdn Bhd
- Silverstone
- Toyo Tyre Malaysia
- Omya Malaysia
- Boustead Naval Shipyard
- Eadeco Sdn Bhd (Eastern Decorator)
- Chek Hup
- White Coffee Sdn Bhd (Old Town)
- Synn Palm Oil
- Vale Malaysia Minerals Sdn Bhd
- Teleflex Medical Sdn Bhd
- Mafira Iskra Meters Industrial
- CCM Chemicals Sdn Bhd
- Tiarco Chemical (M) Sdn Bhd
- Intraco See Hau Global Sdn Bhd
- Nidec Precision Malaysia Sdn Bhd
- Baerlocher (M) Sdn. Bhd.
- LSF Technology Sdn Bhd
- Hume Cement Sdn Bhd
- Tian Siang Oil Mill (Air Kuning) Sdn Bhd
- Norma Products Malaysia Sdn Bhd
- Ayamas Brand
- Amphenol (TCS) Penang
- Flextronics Technology (Penang) Sdn Bhd
- Teleflex Medical Sdn Bhd
- Robert Bosch Penang Sdn Bhd **and many more...**

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## EDUCATION

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1994 – 2004-     Master of Business Administration  
                          Phoenix International University  
                          Advanced Diploma in Management  
                          New Zealand Institute of Management  
                          International Higher Diploma in Computer Studies  
                          NCC Education & Training  
                          International Diploma in Computer Studies  
                          NCC Education & Training  
                          International Higher Diploma in Computer Studies

## SEMINARS ATTENDED

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6S Towards a Quality Management  
Certificate in HRM Executives  
Kursus Kemahiran Pedagogi  
Enabling the Transition to Leadership, Cranfield University Master class  
The Oxford Leadership Development Master class  
Business Growth Through Strategic Innovation, Cranfield School of Management

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## EXPERTISE

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Google Apps for Business  
Microsoft Word  
Microsoft Excel  
Microsoft PowerPoint  
Microsoft Access  
Microsoft Publisher  
Microsoft Project  
Microsoft Outlook  
Microsoft Office 365  
Microsoft Power BI  
Visual Basic Application for Excel  
Visual Basic Application for Access  
Visual Basic Application for PowerPoint  
Macromedia Dreamweaver  
PHP, MySQL  
Interactive PowerPoint  
WordPress and Plugins Customization  
Moodle (Learning Management System)