

## Novas Academy Sdn Bhd

### TRAINER'S PROFILE



**Yap Chow Ngo**  
**Finance & Admin Professional | Certified Trainer & Coach**

### INTRODUCTION

Ms. Ariss Yap received her Master's Degree in Professional Accounting from the University of Victoria, Melbourne, in 2007. In 2005, she earned a bachelor's degree in marketing and international trade from the same university.

In her previous role, she was in charge of a manufacturing company's full operations, including but not limited to finance, human resources, administration, purchasing, and warehouse and logistics. Under her charge, she had groomed and developed a team for proper stock management systems and implemented process flow for the group within 12 years.

In her pursuit of a progressive career, she has been learning, listening, and reading. In some areas she can advise, but she has also been actively helping every friend in need and influencing others to move forward with more positive and broad thinking in their workplace and personal lives.

In 2021, Ariss has completed her MIM-Certified Professional Coach, and the next year, she completes HRDF-Train The Trainer (TTT). In her passion to become a certified trainer, she is now on a mission to inspire others to keep their passion alive and continue to sharpen their saws as a lifelong learner herself, both in her career path and in her personal life with friends and family.

### SERVICES

- Effective Time Management
- Employment Act 1955
- Industrial Relations Act 1967
- E-Invoicing / SST
- Employee Handbook & HR Policies
- Mastering Domestic Inquiry

### Academic Qualification

- Qualification: Bachelors Degree of Marketing and International Trade  
Year Awarded: 2005  
Name of Academic Institute: Victoria University, Australia
- Qualification: Master Degree of Finance (Professional Accounting)  
Year Awarded: 2007  
Name of Academic Institute: Victoria University, Australia

## **Novas Academy Sdn Bhd**

### **Professional Qualification**

- Professional Certification: MIM-Certified Professional Coach  
Certification Body: Malaysian Institute of Management (MIM)  
Year Awarded: 2021
- Professional Certification: HRDF – Train The Trainer (TTT)  
Certification Body: Human Resource Development Corporation (HRD Corp)  
Year Awarded: 2022

### **Years of Professional Career Experience**

- Mar 2022 – Present: Finance and Admin Manager, Amoy Canning Corp. (Malaya) Bhd.
- Jan 2013 – Feb 2022: Finance and Admin Manager, IME Cable Support Systems Sdn Bhd
- Nov 2009 – Dec 2012: Finance and Admin Executive, Grand Union Enterprise Sdn Bhd
- Jan 2008 – Aug 2009: Account Executive, Plasmax Solutions Sdn Bhd
- Apr 2007 – Dec 2008: Junior Auditor, VAMC Group