**Low Chin Hong**

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**EDUCATION** :-

**2014 Teesside University**

**Bachelor's Degree in Business Studies/Administration/Management | Malaysia**

Major Business Management

**2012 Southern College**

**Diploma in Logistic/Transportation | Malaysia**

Major Supply Chain & Logistics

**WORK EXPERIENCE: -**

**Sales Executive**

**GLOS PTE LTD | Singapore, Singapore**

**Sep 2018 - Present**

Job scope:

1. Coordinating the sales by managing schedules, filing important documents and communicating relevant information.
2. Prepare and deliver appropriate presentations on products and services
3. Responding to complaints from customers and give after-sales support when requested.
4. Organizing third-party providers and vendors to deliver elements that can't be produced in-house
5. Help to testing all the products sample to ensure quality and function is work well
6. Collaborate with team members to achieve better results
7. Gather feedback from customers or prospects and share with internal teams

**Competencies and Skills**

1. Tuya IoT Platform development for smart home devices.
2. Google Play Store and iOS App Store APP design and launching.
3. Knowledge about LED technology.
4. Basic Lighting Knowledge such as Lumen (lm),Candela (cd),Beam Angle , CCT etc.
5. Skills of using lighting calculation software such as Dialux, LDT Editor, IES Genarator etc.
6. Knowledge and skills to design environments with light.
7. Response to changing landscape in the Interior and Architectural Design.

***Purchaser Executive  
Panasonic System Networks Malaysia Sdn Bhd | Johor, Malaysia***

***Jul 2017 - Jul 2018 (1 year 1 month)***

The Job Role and Responsibilities

1) Determine the needs of the Production. Work with production planner to forecast demand and evaluate inventory levels, and take orders from supplier.

2) Negotiate directly with vendors to get the best possible pricing and payment options. Bid, award, and administer project supply, services, and construction subcontracts and purchase orders to suppliers. Also do cost management to identify areas of potential cost reduction and analyze the impact of pricing changes for goods and services.

3) Responsible for the management of the inventory. Assist in the receipt of purchased materials and services, and keep detailed records of purchases and stocks. Carefully monitor deliveries and any past due shipments to avoid over supply, overload, line down and etc..

4) Build relationships with suppliers and manage their performance. Conduct routine supplier business reviews, evaluating supplier performance and compliance.

**Competencies and Skills**

1) Deep understanding and professional experience with Purchasing Contracts

2) Strong verbal and written communication skills

3) Advanced skills with Microsoft Office, especially Excel

4) Excellent negotiation, customer service and consulting skills

5) Strong market knowledge and experience in working across various functions, businesses, and regions

6) Strong knowledge of use of SAP system to manage between inventory and production line.

**Corporate Sales Executive  
Maxis Communications Sdn Bhd | Johor, Malaysia**

**Apr 2016 - Jul 2017 (1 year 4 months)**

The Job Role and Responsibilities

1) Researching and identifying sales opportunity in market, generating leads through telesales, customer referral etc, target identification and classification.

2) Reaching out to new customers and making presentations or pitches outlining the benefits of product/ services, in order to educate customers how is the market trend is going.

3) Understanding the client requirements and then customizing the product/ services as per their needs.

4) Maintaining relationship with all potential and existing clients.

5) Ensuring proper servicing and after sales support to clients.

6) Data reporting to management and gathering market intelligence.

**Competencies and Skills**

1) Excellent communication skills

2) Strong interpersonal skills

3) Ability to understand client's needs and present solutions

4) Understanding of sales cycle and sales techniques

**Business Executive  
Evergreen Heavy Industrial Corp (M) Berhad | Johor, Malaysia**

**Jan 2015 - Apr 2016 (1 year 4 months)**

• Arrangement for Container Delivery

• Analyse Statistics of Daily Production and Manpower

• Data entry for monthly Container Delivery

• Production Planning and Costing

• Customer Service

• Management of Factory Side of Staff

**Intern**

**SCB Bulk Logistics | Johor, Malaysia**

**Jan 2012 - Jun 2012 (6 months)**

* Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
* Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.

## **SKILLS:-**

**Advanced** Computer Hardware And Software Repair

**Intermediate** Microsoft Excel, Microsoft Word, Microsoft PowerPoint, Adobe CS4, Computer Hardware Maintenance, Tuya IoT Platfrom

**Basic**  Google Play Store, iOS App Store, Dialux EVO

**Languages:**

Mandarin

Bahasa Malaysia

English