



NATHAN GOH JUN HAO

Open for challenges and opportunities while being careful and systematic. Experienced in a goal & teamwork oriented environment to carry out daily task effectively. Currently in look for exciting global industrial change for new challenges.

Contact Details

+60 16-2398645

gohjunhao95@gmail.com

86, Jalan Duyung 4, Taman Duyung,
70200, Seremban, Negeri Sembilan,
Malaysia

EXPERIENCE



June 2022 - Current	Kibing Group Malaysia Sdn Bhd	Process Coordinator
<ul style="list-style-type: none">In charge of coordinating communications between departments & HQ to smooth daily processesAssist to interpret messages/execution order given by HQResponsible of departmental administration workPersonal assistant of Technical Director		
May 2021 – June 2022	Daikin Malaysia Sales & Services	Service Provider Support Executive
<ul style="list-style-type: none">In charge of recruitment & developments of Service Provider for HQ & State branchesCoordinating for Service Providers training & onboarding between HQ & States branches to achieve service launching targetProvide assistance to Service Providers during, before & after job serviceAttend customer pre-service enquiries & post-service complaintsIn charge of E-Commerce platform (Lazada, Shopee) customer chat & assisting to manage SKUs stock count		
Feb 2021 – Apr 2021	Globee Services Sdn Bhd	Customer Experience Representative
<ul style="list-style-type: none">Attending to merchants, riders and customers enquiries & complaints through Emails, Chats & Calls		
Nov 2018 – Jul 2020	Matrix Concepts Sdn Bhd	Sales Support & Marketing Executive
<ul style="list-style-type: none">Creating marketing campaigns to attract buyers and expedite salesOrganising annual events at club house or project site to drive crowds and walk-in buyersEnsuring marketing collaterals are sufficient to reach different target marketArranging property exhibitions & roadshows, making sure booth set-ups, scale models & brochures are in orderUpdating buyers loan ageing report & working with sales team to maintain a robust transaction recordUpdating sales team on cancellation units to quickly replace with new buyers within the shortest timeCompiling & reporting daily sales record by end of the day		
Dec 2017 – Feb 2018	Story World Sdn Bhd	Internship
<ul style="list-style-type: none">Assisting in administration works, compiling data & market research		
Apr 2017	Troopers Malaysia	Ground Team Supervisor
<ul style="list-style-type: none">Supervise and leading teams of freelance brand ambassador for UberAchieving daily targets by assisting new users to sign up for promotion		

EDUCATION



2016 – 2018	Bachelor of Business and Commerce	Victoria University, Sunway Campus
<ul style="list-style-type: none">Major in Marketing (GPA 4.789)		
2015	Bachelor of Business and Commerce	Monash University, Sunway Campus
<ul style="list-style-type: none">Major in Marketing & Finance		
2013 – 2014	Monash University Foundation Year (MUFY)	Sunway College University
<ul style="list-style-type: none">MUFY Score 67.88 / 100		
2008 – 2012	SPM	SMJK Chan Wa (Cawangan)

SKILLS



Application Skills	Language Skills
Microsoft Office	English
Adobe Photoshop	Chinese
Teamwork	Malay
Flexibility	Cantonese

EXTRA CURRICULAR



2020	Mount. Kota Kinabalu Hiking Completion
2019	Global Leadership Summit @ Agape Community Church – AV Crew
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2015	Viper Challenge
2014	National Scouts Guides Skills Tournament @ SMJK Chan Wa - Photographer
2013	Rover Scout of SMJK Chan Wa Program Latihan Khidmat Negara (PLKN)
2012	Scout Troop of SMJK Chan Wa – Publicity Maths & Science Society – Assistant Secretary
2009 – 2012	National Scouts Guides Skills Tournament

PROJECTS



2018	Hope: Christmas Musical by Agape Community Church – AV Crew
	<ul style="list-style-type: none"> In charge of creating & programming lights effect to enhance overall experience
2015	Mobile App Development
	<ul style="list-style-type: none"> Project based assignment to create a business idea Conducting market feasibility & testing Pitching the business idea to company representatives