



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 <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	English <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>
JavaScript <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	Chinese <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>
Teamwork <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	Malay <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>
Flexibility <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	Cantonese <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>

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