

Nathan Goh

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SUMMARY

I started my professional career as a Marketer in a property developer firm and further expanding myself into operational roles in the eCommerce industry and currently as a Process Coordinator for a manufacturer. I picked up the interest of learning coding skills for web development mainly in Front end. I started my coding journey through self learning and also enrolling to a professional certificate offered by Meta.

EXPERIENCE

Process Coordinator

Kibing Group Malaysia Sdn Bhd

June 2022 - Present

- Coordinate communications between departments & convey execution orders from HQ to smooth daily processes.
- Complete works given by HQ to ensure consistency for daily processes, documentations & workflows.
- Completing any departmental administration documentations that required to be presented to higher management.
- Appointed personal assistant to the Technical Director to assist with daily documentations.

Service Provider Support Executive

Daikin Malaysia Sales & Services

May 2021 - June 2022

- Coordinate Service Providers training & onboarding and managed to launch the service nationwide.
- Convert suppliers from our database to be one of the service providers to ensure having sufficient service providers.
- Provide assistance to Service Providers during, before & after job service.
- Attending to customer pre & post service enquiries or complaints.
- In charge of E-Commerce platform customer chat & assisting to manage stock count.

Sales Support & Marketing Executive

Matrix Concepts Sdn Bhd

November 2018 - July 2020

- Creating marketing campaigns to attract buyers and achieve 80% sales for the project in charged.
- Organising annual events at club house or project site to drive crowds and walk-in buyers.
- Ensure sufficient marketing collaterals to reach different target market.
- Arranging property exhibitions & roadshows, ensuring booth setups, scale models & brochures to be in order.
- Compiling & reporting daily sales record.

EDUCATION

Bachelor of Business and Commerce, Marketing

Victoria University, Sunway Campus • Malaysia • 2018 • 4.789

CERTIFICATIONS

Meta Front-End Developer

Meta, Coursera • 2023

- Launch my career as a front-end developer and build job-ready skills for an in-demand career and earning credential from Meta.

SKILLS

Frontend: HTML, CSS, JavaScript, React, Wireframe, Prototype

Soft skills: Problem Solving, Adaptability, Teamwork, Flexibility