MA HAN CHYUAN

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LANGUAGES

- Mandarin：Native
- English：Medium
- Malay：Medium

SKLILLS

HTML | CSS | JAVASCRIPT | React JS | Git | Sass | Tailwind CSS | Bootstrap | Typescript | JAVA

ABOUT ME

I am easy-going, willing to learn, good at listening, having empathy and am not prone to arguments. I always have good cooperation with my team and finish my job well. I believe that these characteristics will encourage me to be an excellent employee in the future. I'm a passionate web developer specializing in front-end development. I am looking for opportunities to develop as I want to improve my skills in this field.

WORK EXPERIENCE

MA'S TRADING COMPANY   Sarawak, Malaysia
SALESMAN / WAREHOUSE ADMIN   1/6/2023 — NOW

- Promoting the company's products
- Understand product information and promote products to customers.
- Assisting in the fulfillment of orders, ensuring accuracy and completeness of orders.
- Manage and monitor all inventory in the warehouse.
- Handle the documentation and records related to the movement of goods in and out of the warehouse
- Process orders for goods required by customers
- Sorting goods to improve picking efficiency
- Ensure transportation and delivery of goods

THE FEDERATION OF ALUMNI ASSOCIATION OF TAIWAN UNIVERSITIES,   Selangor, Malaysia
MALAYSIA (FAATUM)   1/6/2022 — 31/5/2023
ADMIN EXECUTIVE

- Club operations and management, including correspondence, clerical operations, clubhouse repair management, venue management, and procurement of office supplies
- Design, maintain and update the official website with Wordpress (website: e.g. faatum.com.my, 123jobbank.com)
- Manage Facebook fan page (fan page name: 留台聯總faatum)
- Maintain and update office computer hardware and equipment
- Provide counseling to Malaysian secondary school students and answer questions about study in Taiwan
- In charge of the preparation, support and promotion of various events and activities

EDUCATION

NATIONAL KAOHSIUNG UNIVERSITY OF SCIENCE AND TECHNOLOGY   Kaohsiung, Taiwan
                                                                                                    2017-2021

Bachelor of Intelligent Commerce