



MA HAN CHYUAN

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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.

WORK EXPERIENCE

MA'S TRADING COMPANY SALESMAN / WAREHOUSE ADMIN

Sarawak, Malaysia
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, MALAYSIA (FAATUM) ADMIN EXECUTIVE

Selangor, Malaysia
1/6/2022 — 31/5/2023

- 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

LANGUAGES

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

SKILLS

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