



**Cheng Tze Keong (John Melody)**  
**Junior System Administrative (IT) (3 months)**  
**World Crypto Asset Club**

(+60) 1111134386 | Johnmelodyme@qq.com | MYR 2,000 | Penang

## Experience

---

5 years of total experience

Oct 2018 - Dec 2018  
(3 months)

**Junior System Administrative (IT)**  
**World Crypto Asset Club | Malaysia**

Industry	Mining
Specialization	IT/Computer - Network/System/Database Admin
Role	Network/System Engineer
Position Level	Junior Executive
Monthly Salary	MYR 1,200

Coding; front end

Provide phone support for Dedicated Cloud Hosting Reseller clients

Answers Help Desk tickets and LiveChat inquiries as a secondary responsibility  
security access to Account Management System to assist customers

Monitors servers including booting a machine when necessary

Responds to server alerts as per instructions from supervisory staff

Responsible for server stability

Transfers accounts between servers when necessary for load balancing or account upgrades

Document all answered call and help desk tickets accordingly

Respond to voicemails left by dedicated customers

Performs miscellaneous job-related duties as assigned

#seeking for Improvement, projects .

Oct 2018 - Oct 2018  
(1 month)

**Admin Assistant (Account)**  
**World Crypto Assets Club**

Industry	Banking / Financial Services
Specialization	E-commerce
Role	Business Development
Position Level	Junior Executive
Monthly Salary	MYR 1,500

Handle office interactions with outside visitors. This includes greeting and directing guests, answering phone inquiries, and handling requests or complaints in a professional manner.

Keep track of inventory and work with supply vendors to ensure a well-stocked office.

Occasionally travel off-site to deliver files and reports to various departments within the organization.

Maintain files with confidentiality in an easily accessible format.

Coordinate communication between various departments, schedule meetings, distribute reports and keep all parties informed of general business operations.

Operate and maintain office machinery, including copiers, fax machines and printers.

\*\*\*\*\*TRANSFERED TO IT DEPARTMENT ON 1st NOVEMBER 2018\*\*\*\*\*

Jul 2018 - Jul 2018  
(1 month)

### **Sales Executives**

Eyesense (m) Sdn Bhd

Industry	Healthcare / Medical
Specialization	Sales - Retail/General
Role	Sales Executive
Position Level	Junior Executive

Identifies business opportunities by identifying prospects and evaluating their position in the industry; researching and analyzing sales options. Sells products by establishing contact and developing relationships with prospects; recommending solutions. Maintains relationships with clients by providing support, information, and guidance; researching and recommending new opportunities; recommending profit and service improvements. Identifies product improvements or new products by remaining current on industry trends, market activities, and competitors. Prepares reports by collecting, analyzing, and summarizing information. Maintains quality service by establishing and enforcing organization standards. Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies. Contributes to team effort by accomplishing related results as needed.

###Company Closed down###

Jun 2016 - Mar 2018  
(1 year 10 months)

### **Security Personnel**

G4S Malaysia Sdn Bhd | Penang, Malaysia

Industry	Security / Law Enforcement
Specialization	Security/Armed Forces/Protective Services
Role	Security Officer
Position Level	Non-Executive
Monthly Salary	MYR 1,200

Patrol industrial and commercial premises to prevent and detect signs of intrusion and ensure security of doors, windows, and gates. Monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises. Write reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences. Answer telephone calls to take messages, answer questions, and provide information during non-business hours or when switchboard is closed. Escort or drive motor vehicle to transport individuals to specified locations and to provide personal protection. Warn persons of rule infractions or violations, and apprehend or evict violators from premises, using force when necessary.

#end of contract

Nov 2014 - Sep 2015  
(11 months)

### **General Clerk**

Lye Peng Travel & Tours Sdn Bhd | Penang, Malaysia

Industry	Travel / Tourism
Specialization	Clerical/Administrative Support
Role	Administrative Executive
Position Level	Junior Executive

Answer and transfer telephone calls or take messages.Sort and deliver incoming mail and send outgoing mail. Schedule appointments and receive customers or visitors.Provide general information to staff, clients, or the public.Type, format, or edit routine memos or other reports Copy, file, and update paper and electronic documents.Prepare and process bills and other office documents. Collect information and perform data entry. Documentary forensic upon request.

#End of contract

## Education

---

2019	<b>Udemy</b> Professional Certificate in Computer Science/Information Technology   Malaysia
	Major Grade
	Ethical Hacking and Cyber Security Grade A/1st Class
	---Certified in -- "[Back End Web Server] ref = 'UC-WI78BFES' ".
2013	<b>Smk Hamid Khan</b> Primary/Secondary School/SPM/"O" Level in Arts   Malaysia
	Grade Grade B/2nd Class Upper

## Skills

---

Advanced	Safety And Emergencies Responses, Maintenance Skills, Documentation, MS (excel, Word , Ppt , Acess), Research, Content Writing, Web development, Cyber_Security
Intermediate	Javascript, JQuery, Blockchain Technology

## Languages

---

Proficiency level: 0 - Poor, 10 - Excellent

Language	Spoken	Written
English (Primary)	10	10
Tamil	9	3
Bahasa Malaysia	8	8
Mandarin	7	7
Hindi	1	1

## Additional Info

---

Expected Salary	MYR 2,000
-----------------	-----------

Preferred Work Location      Penang, North America

#### Other Information

I am proactive and I have own transportation and willing to travel, I own a D and B2 license, with good driving skills. Experience in GDS like Amadeus and Sabre. Straight forward intellectually intellectual intelligent, smart working. I can do Jobs in a simple way and accurately. Seeking for challenges in order to scare my own self. Introvert. Quick typist, 5 words /ps. Amateur Programmer, wide understanding of Unix based Operating system.

#Businessminded #Marketingsavage #IT #systematic #proactive

Expected Salary: RM 2, 000 , Why 2k? Let me explain.

"Pay Me RM 1.00 for my Qualification, RM 1, 999 for my Job and Skills. All these Job you can do your own, you need a professional, that's why you are hiring."

\\ IT \\

embeddedLanguage = Intermediate: `Python` Beginner: `C++`

webProgramming = Advanced: `HTML` Beginner: `Javascript`

Framework = Intermediate: `django` Beginner: `Angular`

Finance\\

A great vast understanding in FIAT currencies and crypto-currencies.

## About Me

---

Gender	Male
Age	22 years
Address	Penang, Malaysia
Nationality	Malaysia