

# RESUME



Gan Khai Ying

## Contact Information

<b>Address</b>	5,Jalan SS17/1, 47500 Subang Jaya, Selangor.Malaysia.
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## Personal Particulars

<b>Age</b>	27
<b>DOB</b>	19 October 1987
<b>Nationality</b>	Malaysia
<b>Gender</b>	Female
<b>Marital Status</b>	Single
<b>IC No.</b>	871019-14-5300

## Computer Literacy Skills

Skill	Years	Proficiency
HTML/xHTML/CSS	1	Beginner
Visual Basic .NET	<1	Beginner
JavaScript	<1	Beginner
Java	<1	Beginner
ASP.NET	<1	Beginner
SQL Query	<1	Beginner

## Languages

(Proficiency: 0=Poor – 10=Excellent)

Language	Spoken	Written
Bahasa Malaysia	7	7
English	8	8
Chinese	9	5

## Education Background

### Bachelor's Degree

<b>Field of Study</b>	Information Systems
<b>Major</b>	Business Information Systems
<b>University</b>	Universiti Tunku Abdul Rahman
<b>Graduation Date</b>	May 2009

### Pre-University

<b>Major</b>	Business Information Systems
<b>University</b>	Kolej Tunku Abdul Rahman
<b>Grade</b>	<b>Pass/Non-gradeable</b>
<b>Graduation Date</b>	May 2006

### Secondary School

<b>Field of Study</b>	Science Stream
<b>Major</b>	-
<b>School</b>	SMK Convent, Bukit Mertajam, Penang, Malaysia
<b>Grade</b>	<b>SPM</b>
<b>Graduation Date</b>	2004

## Additional Information

### Objective

To obtain a full time position in a multinational company, which offer a professional working environment and enable me to grow while meeting the company's mission and goals.

### Strength

Dynamic Team Player  
Sense of Responsibilities and Dependable  
High Inquisitive and Energetic  
Creative and Resourceful  
Patience

## Employment History

### Sunway Marketing Sdn Bhd

Position Title : Marketing Executive  
Position Level : Executive Level  
Industry : Building Materials Division  
Join : January 2011 – Present

### Responsibilities

1. Actively involves in the formulation and implementation of marketing plan and sales target given by the management.
2. Assist sales team on the product management for new products & new market.
3. Liaise with architects, suppliers, developers on proposal to ensure their requirements are met, presenting new products information and update the project status from time to time.

### Accomplishment

Able to provide sales team with the accurate information such as pricing and new products. Ability to set a margin that met company profit, and at the same time able to meet customer budgets.

### Innity Sdn Bhd

Position Title : Client Servicing Executive  
Position Level : Digital Media Specialist  
Industry : Advertising  
Join : September 2009 – November 2010

### Responsibilities

1. Establish and maintain relationship with Publishers and other Departments
2. Assist in Product and Media development
3. Analyze trends, statistics and reports in regional online media.
4. Provide online advertising consultancy services to publishers including formats and pricing.
5. Involvement in developing business opportunities for the company
6. Provide good marketing idea in building and maintaining company's image and publisher's branding.

### Accomplishment

Able to possess an analytical mind and gained some good problem solving skills. Also,able to deal with demanding publishers and being trained to be a more patient person. Increased my presentation skills.

### Elcomp Technologies Sdn Bhd

Position Title : Programmer  
Position Level : Trainee  
Industry : Information Technologies  
Join : January 2008 – May 2008

## Responsibilities

1. Participate actively in coding activities and learn new coding languages from my seniors.
2. Prepare user manuals and some of the documentation works for a newly created system.

## Accomplishment

Able to effectively satisfy each customer's requirements with an excellent level of information technologies knowledge, quality, speed of service, sales and customer relations skills, and teamwork.

## References

### Miss Pey Ling

Relationship	Digital Media Manager
Position	Assistant Manager Media Service
Phone Number	012-234 8579
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