



CHOW WEN JUN

UNDERGRADUATE

📍 21,JALAN PUTERI 10/18,
BANDAR PUTERI
PUCHONG, 47100
SELANGOR

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🌐 Wen Jun Chow

PROFILE

I am currently a college student and in fourth semester. I would like to having an industrial training to gain experiences as well as get used to the working environment in my future. My official internship date start from January 2023 and 3 month duration.

SKILLS

- Problem Solving
- Communication
- Leadership
- Project Management

WORK EXPERIENCE

ADMIN IN DIGI STORE

August 2021

MMAG HOLDINGS BERHAD

- Work from home job
- Using Anydesk to proceed order
- Process customer order
- Print DO to proceed delivery

TEMPORARY INVOICING CLERK

RAINBOW PAPER SUPPLY SDN BHD

April 2021

- Help to process order and process to logistics
- Process order using autocount platform (Basic)

ONLINE BUSINESS

2020-2021

XIAOCHIDAWEIWANG

- Efficiency in replying customers and solving their problems
- Uploading Products and analyse the current demands
- Ensuring stock count is perfectly right (Monthly)
- Ensuring parcel reach to customers with no problem
- Intelligent on surveying market price in particular items
- Up to 4.8/5.0 review on Shopee Malaysia out of 1000+ orders
- Up to 200,000 visitors.

EDUCATION HISTORY

Diploma in Information Technology (Internship)

Aug 2021 - Aug 2023

Taylor's University

Study Field:

- Web Development (HTML, CSS)
- Programming Language (C, Java)
- Database (phpMyAdmin, MySql)

Secondary School

2016 - 2020

SMK Pusat Bandar Puchong 1