

## **Zeph Goh Chee Man**

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### **About Me:**

Languages: Fluent in Mandarin, Cantonese, English, and Malay

### **Technical Skills:**

- HTML
- CSS
- JavaScript
- Tailwind CSS
- Excel
- Canva

### **Work Experience:**

1. Seng Hong Designs & Decorator

#### **Personal Assistant | April 2019 – June 2023**

- Collaborated with the general manager to develop and implement strategic plans and objectives.
- Managed documentation, including quotations, drawings, and permits.
- Sought new client sources and held meetings with ongoing project customers for discussions.
- Boost the company's revenue by more than 10 times within 2 years.
- Transform the company into a fully-fledged main contractor construction firm within 3 years.

2. Naga Corp Ltd.

#### **Account Assistant | March 2018 – April 2019**

- Accurate and timely financial data entry into accounting software.
- Maintaining organized and up-to-date financial records and documents.
- Generating financial reports, statements, and summaries.
- Utilizing spreadsheets and software tools for financial analysis.

### **Education:**

KWANGHUA (PRIVATE) HIGH SCHOOL, KLANG, SELANGOR

Secondary School Graduated (UEC Certificate) | Dec 2013