



ARYNE GAN

PROFILE SUMMARY

Patient, passionate and friendly. Always like to take on new challenges to become wiser and stronger.

CAREER OBJECTIVE

Seeking a position in the customer service.

EDUCATION

DIPLOMA IN BUSINESS MANAGEMENT

PORTMAN College 2016 - 2018

SIJIL PELAJARAN MALAYSIA

SMK Pandan Indah 2010 - 2015

WORK EXPERIENCE

PROMOTER

Always ePromote Sdn Bhd | Jan 2014 - Present (Part time)

- Approach and serve customers with good product knowledge.
- Answer customers' questions with friendly and polite way.
- Increase sales.
- Able to set up booth.

TELEMARKETER

PORTMAN Academy | Dec 2017 - Jan 2018 (Project Basis)

- Provided information about available products and services including purchase advantage.
- Answered inbound telephone calls from interested customers.
- Answered customers' questions regarding product, price and availability.
- Overcame objections using friendly, persuasive strategies.
- Set up appointment with interested customer according to schedule availability.
- Emphasized product features based on analysis of customers' need.
- Maintained friendly and professional customer interactions at all time.

ASSISTANT VICE PRESIDENT

Events Department | Millionaire Business Club in PORTMAN College | 2016/2017

- Personally handled client and customer concerns.
- Handled internal operations to improve the quality of service.
- Managed event logistics and operations, including support staff, vendor services and volunteers.
- Liaised with PR company to promote special events in social calendars.
- Politely assisted customers in person and via telephone.
- Solicited feedback from clients to assess event success and uncover opportunities for improvement.
- Evaluated existing plans, processes and events planning services identify opportunities for improvement.

ADDITIONAL SKILLS

- Proficient in Microsoft Office and Adobe Photoshop.

REFERENCES

Name : Mr Wan
Company name: Always ePromote Sdn Bhd
Position : Supervisor
Contact : 016 2004487

Name : Gym Chan
Company Name: Millionaire Business School / PORTMAN College
Position : Head of Marketing
Contact : 016 2773968