



Hanz Ooi Xiang Han

PROFILE SUMMARY/ CAREER OBJECTIVE

A final year student of Diploma in Business Management at PORTMAN College. I am seeking for a full-time position as a Sales and Marketing Executive. I wish to learn new knowledge, to improve myself and build social networking.

EDUCATION

1. Diploma in Business Management

PORTMAN College |
April 2017 - Present

- A's: Business Statistic, Financial Accounting, Information Technology
- B's: Business Communication, English For Business, International Business, Business Mathematics and etc.

2. Sijil Pelajaran Malaysia (SPM)

Rafflesia International & Private School |
January 2015 - November 2016
Grade : 2A's, 2B's, 3C's

- A's: Mathematics, Economic
- B's: History, Moral
- C's: Science, Principle of accounting, Chinese

WORK EXPERIENCE

1. Salesperson (Project Basis)

KEMAMAN FAT BOY |
January 2018 - February 2018

- Achievements:
 - (a) Generated RM10,616 sales revenue
 - (b) Top 5 out of 23 salesperson
- Sold fish crackers using direct marketing to prospective customers
- Maintained good relationships with existing clients, able to establish continuation of business from client

2. Marketing Executive (Project Basis)

SMARTPRO Vision Technology |
December 2017 - January 2018

- Achievements:
 - (a) Generated RM2,895 sales revenue
 - (b) Increased nearly 700 likes for Facebook page
 - (c) Increased nearly 100 followers for Wechat official account
- Raised brand awareness by performing advertising on Facebook and WeChat, telemarketing and etc.
- Conducted research to improve the product sales

ADDITIONAL SKILLS

- Intermediate in Microsoft Office (Words, Excel, PowerPoint)
- Intermediate in iWork (Keynote, Numbers, Pages)
- Advance in iMovie
- Basic in SQL Accounting Software
- Driving license - DA class

LANGUAGES

- Fluent in Mandarin
- Intermediate in English & Malay
- Basic in Cantonese

REFERENCE

1. Liew Chong Boon

- Founder of SMARTPRO Vision Technology
- 017-360 5815

2. David Low

- Director of 3 Phase Cable & Electrical Supplies Sdn Bhd
- 016-335 6807

3. Marketing Leader (Project Basis)

SRME Marketing Agency |

August 2017 - November 2017

- Achievements:
 - (a) Generated RM1,708 sales revenue by selling "10 Ultimate Business Strategies" within 1 week
 - (b) Generated 1,961 likes for Facebook page within 1 week
- Team leader of SRME Marketing Agency
- Sold "10 Ultimate Business Strategy" books, increased Facebook page likes, collect books as donation, created commercial video, and fundraised for a non-profit organization

4. Marketing & Administrative Executive (Project Basis)

3 Phase Cable & Electrical Supplies |

December 2016 - April 2017

- Achievement: Generated RM65,000 sales
- Communicated with potential customers and converted them into actual sales
- Stock checking, data entry, communication and secretarial services

INTEREST

1. Hobby

- Playing guitar, riding bike, singing, golfing, swimming and etc.

2. Track and Field Athlete

Han Chiang High School |

January 2012 - October 2014

- Achievements:
 - (a) Gold medalist, school level
 - (b) Second runner-up in MSSM
- Represented school for long jump, marathon competition