



## Mr. Chan Ka Khoon

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18, Jalan Anggerik Liparis 31/146 Kota Kemuning 40460 Shah Alam Selangor | 0192679661 | Email: dkkchan2002@gmail.com. Age: 51. DOB: 05-06-1970

### Personal Summary

A results driven, self-motivated and resourceful senior director with 30 years of working experience with proven ability to develop and strengthen management teams in order to maximize company profitability and efficiency. Experienced leading and growing all sectors of a business to make it a dynamic and progressive organization. Possessing excellent communication skills and able to establish sustainable and profitable relationships with customers, suppliers and stakeholders.

While I have enjoyed a long career in the education corporate environment, I am ready to take my years of knowledge and experience into your organization. I believe my experience can bring a unique perspective and contribute to the growth and development of your organization.

### Core Competencies

- Strategic Planning
- Standardization / Best Practices
- Key Performance Indicators
- Budget Administration
- Operational Improvement
- Revenue Projections
- Performance Coaching
- Change Management

## Education

**MASTER OF MARKETING | 2005 | UNIVERSITY OF NEWCASTLE AUSTRALIA**

**POST GRADUATE DIPLOMA IN MARKETING | 1999 | CHARTERED INSTITUTE OF MARKETING UK**

**DIPLOMA IN COMMERCIAL ART / 1991 / MALAYSIAN INSTITUTE OF ART**

**Advance Certificate in Marketing / 1995 / Stamford College**

**Certificate in Marketing / 1996 / Stamford College**

## Skills & Abilities

- Strong leaderships skills in board governance, business operations. Comprehensive understanding of operations management. Entrepreneurial with commercial acumen and excellent management skills. A motivated team player who is results driven. Results-oriented with a positive outlook, and a clear focus on high quality and business profit.
- Language proficiency: English, Bahasa Malaysia, Mandarin

## Experience

**GROUP SENIOR DIRECTOR | MAHSA UNIVERSITY | 2014 – PRESENT**

Positions:

2014: Director Business Development & Operations

2016: Group Senior Director Business Excellence

2018: CEO MAHSA International School

2020-Present: Group Senior Director MAHSA University

Scope:

- Corporate Relations
- Business Operations & Planning
- Human Resource, Estate, Marketing
- Corporate Governance & Policy

Duties:

- Identifying, developing and directing the implementation of business & operations strategy.
- Cultivating the company's reputation in the market with customers & suppliers.
- In charge of leading, motivating and developing the management team.
- Liaising with officials of government departments and regulatory bodies.
- Managing multi-disciplined teams and resolving any conflicting priorities.
- Developing business plans and preparing comprehensive business reports.
- Improving margins and maintaining a high quality service to clients.
- Reviewing, refining and developing the strategy and direction of the company.
- Building client relationships that result in revenue and profitability growth.

- Keeping control of business expenditure, ensuring it's within agreed budgets.

**ASST. GENERAL MANAGER | MALAYSIAN INSTITUTE OF MANAGEMENT | 2013 – 2014**

**SENIOR MANAGER | GIST INTERNATIONAL COLLEGE (CHINA) | 2011 – 2012**

**SALES GENERAL MANAGER | LINTON INTERNATIONAL COLLEGE | 2010 – 2011**

**SENIOR MANAGER | BERJAYA COLLEGE | 2009 – 2010**

**MARKETING MANAGER | MONASH UNIVERSITY | 2006 – 2009**

**MARKETING MANAGER | SYSTEMATIC COLLEGE | 2003 – 2006**

**BUSINESS DEVELOPMENT MANAGER | INFORMATICS | 1994 – 2003**

**VISUALIZER | MC CAN ERIKSON AD AGENCY | 1991 – 1994**