

**Career Objective:**

Seeking a full-time position with a reputable company that fosters a positive work environment and supports my professional growth aligned with company objectives.

**Personal Particulars**

Name: Ong Kah Seng (Kingsley)

Age: 30 years old

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Address: No 44, Jalan 4/27B, Taman Desa Setapak, 53300 Kuala Lumpur

**Education**

1. SPM (Year 2008 – 2012)  
SMK Wangsa Maju Seksyen 2

2. Diploma in Marketing (Year 2013-2015)  
SEGI University College

3. Bachelor's Degree in Marketing (Year 2016 – 2018)  
SEGI University College

**Work Experience****1. HiSeven Sdn Bhd**

Position: Senior Sales and Marketing Executive

Duration: June 2023 – Present

Salary: RM 4,800

Company Products SAAS ( Software as a Service)

Reason of Leaving: Seeking new challenges and opportunities for growth

**Job Tasks:**

- ❖ Developed and executed sales strategies to drive business growth.
- ❖ Managed and trained a sales team to achieve and exceed targets.

- ❖ Built and maintained strong client relationships to ensure customer satisfaction.
- ❖ Conducted market research to identify new business opportunities.
- ❖ Prepared sales reports and forecasts for senior management.
- ❖ Requirements:
- ❖ Proven experience in sales management and leadership.
- ❖ Strong understanding of SAAS products and market trends.
- ❖ Excellent communication and negotiation skills.
- ❖ Ability to analyze sales data and make informed decisions.
- ❖ Proficiency in CRM software and sales tools.

## **2. M.E.T Motion Engineering & Trading Sdn Bhd**

Position: Senior Sales and Marketing Executive

Duration: Dec 2019 – May 2023

Salary: RM 3,800

Company Products Water and Chemical Pump

Reason for Leaving: Seeking new challenges and opportunities for growth in a different industry or company with a larger scope of responsibilities.

### **Job Tasks:**

- ❖ Meeting customers and carry out sales related tasking like pump sizing, follow up quotation, sales after service, and closing on sales.
- ❖ Handling of all quotation, enquiry, DO/Invoice, sales order, work order, delivery arrangement, technical issues, etc.
- ❖ Attending and provide good customer service to customers.
- ❖ Work out how to upkeep and breakthrough existing sales figures.
- ❖ Develop sales strategy or strategic sales plan for central region business. • Source new business opportunities especially in industrial segment as well as maintain customer base for the company.
- ❖ Co-ordinate with M.E.T. branches' personnel, suppliers and other related personnel in order to make the daily departmental operations running smooth.
- ❖ Auto reporting by using "DingTalk" with daily activities submission through whatsapp, and habit building tools with weekly activities report submission.
- ❖ Willing to undergo SWAP program so that to make departmental daily operation running smooth.
- ❖ Carry out other tasks as per given by the department head.

## **3. Kenzen Ptd Ltd**

Position: Barista (Contract)

Duration: May 2018 – Aug 2019

Salary: SGD 2,400

Company Products Coffee Bean

Reason of leaving : End of Contract

#### Job Tasks:

- ❖ Serve food and beverages to the table and take payment and make change. • Greet customers and take food orders.
- ❖ Provide excellent overall dining experiences for our guests.
- ❖ Make and serve specialty coffee and tea beverages.
- ❖ Speak and interact with both new and regular customers.
- ❖ Maintain a clean and sanitized work station.
- ❖ Follow health and safety guidelines.
- ❖ Adhere to recipes and presentations for food and beverage items.
- ❖ To achieve the daily sales target.

#### Languages

Language:	Spoken	Written
English:	8	8
Bahasa Malaysia	8	8
Mandarin	10	8

#### Additional Skills

**Computer Skills Beginner Intermediate Advance** Microsoft Word / Microsoft Power Point / Microsoft Excel

#### Personal Strength

- When I commit to deadlines, I do whatever it takes to deliver.
- I portable skills that I take from job to job (e.g, communication and proper skills, etc) • My unique qualities (e.g, friendly, flexible, hardworking, etc)
- I enjoy work that challenges me and pushes me to think outside the box. • I am allowed to work with other people to come up with creative solution.

#### Expected Salary

RM 5,500 per month

#### **Notice Period**

1 month notice

#### References

Name: Ng Check Chuan  
Position: Sales Manager  
Company: M.E.T Motion Engineering & Trading Sdn Bhd  
Tel/ Mobile: 012 491 3293

Name: Kelson Sim  
Position: Sales & Marketing Manager  
Company: HiSeven Sdn Bhd  
Tel/ Mobile: 011 5718 7453