

# Gan Ming Sheng

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## Summary

Highly self-motivated Sales Professional with a proven track record in real estate and frontline operations. Expert in lead generation, client follow-ups, and sales coordination within high-pressure environments. A disciplined, result-oriented individual with a strong trilingual communication background (Mandarin, English, Malay), dedicated to driving revenue and exceeding targets.

## Education

**Unified Examination Certificate (UEC) | 2025**

**Independent Chinese High School**

• Focus: Completed secondary education with a strong foundation in trilingual communication.

**Sijil Pelajaran Malaysia (SPM) | 2024**

• Ministry of Education, Malaysia

## Experience

- **Part Time Kitchen Head Assistant | Hao Xiang Chi (好想吃酒家)**
  - 2023 - 2024
  - **Operational Leadership:** Assisted the Head Chef in managing daily kitchen operations within a high-volume, fast-paced restaurant environment.
  - **Frontline Discipline:** Maintained peak efficiency and high standards under intense pressure and long working hours.
  - **Team Collaboration:** Coordinated with the kitchen team to ensure seamless service delivery during peak dining periods.
- **Real Estate Sales Assistant | DND Property**
  - 2025 - 2026
  - **Property Sales & Client Engagement:** Managed the full property sales cycle, providing expert guidance to clients on pricing, purchase procedures, and market details.
  - **Lead Conversion:** Proactively handled high-volume inquiries and follow-ups via WhatsApp and phone calls, ensuring a consistent sales pipeline.
  - **Operations & Coordination:** Supported on-site property viewings and streamlined sales logistics to ensure a professional customer experience.
  - **Performance Driven:** Consistently operated in a 100% commission-based environment, meeting targets through self-discipline and persistence.

## Skills

- **Professional Skills:**
- **Sales & Persuasion:** Skilled in client engagement, property presentation, and closing techniques.
- **Lead Management:** Proficient in lead generation and consistent follow-up via WhatsApp, phone calls, and face-to-face meetings.
- **Client Relations:** Strong ability to build rapport and maintain professional relationships with diverse clients.
- **Resilience:** Highly disciplined and capable of performing under high pressure and long working hours.
- **Technical Skills:**
- **Communication Tools:** Expert in WhatsApp Business, social media engagement, and basic Microsoft Office.
- **Logistics:** Possess a valid **Driving License (Class D)** and own transport.
- **Languages:**
- **Mandarin:** Native / Fluent
- **English:** Conversational
- **Malay:** Conversational