



## **RESUME**

NAME: KHOO KOK BENG

ADDRESS: No. 605, Lorong S2 F5/2, Garden Homes Seremban 2 70300 Seremban Negeri Sembilan

CONTACT NO: 6010-7884888

Email: khookokbeng@gmail.com

Date of birth: 12 July 1981

Gender: Male

Driving license: D class, GDL

Position applied for: Sales and Marketing

### **Working Experience**

#### **1. World Access – Seremban. (November 2015- June 2020)**

Head of maintenance department. Maintaining and troubleshooting surround sound system involves regular cleaning, checking cable connections, updating firmware, and optimizing setting (input, volume, speaker size) for common issues like no sound or poor audio quality, focusing on securing wires, isolating sources, and ensuring correct receiver modes for optimal performance. Resign due to company was affected by epidemic, company close down on end of June 2020.

#### **2. MC MOK Sdn Bhd – Seremban (August 2020 – Current)**

Sales and Marketing of FMCG. Regular communication & preparation of reports to director. Ensure the achievement of the company's targets. Developing an overall business plan, including sales strategies, and managing profit goals. Monitoring the performance KPI of the sales team and motivating members to meet or exceed sales targets.

### **Education Level**

1999 SPM LEVEL – SMKBM (SEKOLAH MENENGAH KEBANGSAAN BUKIT MEWAH)

### **Skills**

- 1. Travelling arrangement coordination**
- 2. Well communicate and effectively improve sales revenue**
- 3. Schedule management**
- 4. Microsoft Office, filling and preparing report**
- 5. Management for data collection**

Language: English, Malay, Mandarin, Cantonese and Hokkien.

**Expected salary: RM 7000**