



**Tan Wei Sheng**

<b>Contact Details</b>
Current Address: B1- 6- 1 Evergreen Apartment, 43000 Bandar Sungai Long, Kajang.
Permanent Address : No. 38 Rumah Awam 3, 35800 Slim River, Perak.
Mobile No. : (M)+6011-27496653
Email : <a href="mailto:w3ish3ng520@gmail.com">w3ish3ng520@gmail.com</a>
<b>Personal Particulars</b>
Age : 33 years old
Date of Birth : 6 <sup>th</sup> January 1992
Nationality : Malaysian
Gender : Male
Marital Status :Single
IC No : 920106-08-5463
Permanent Residence : Malaysia
<b>Qualification</b>
Qualification : Diploma in Culinary Arts
Field of Study: Culinary Arts
Major : Bakery
Institute/ University: Sugar Craft Academy School
CGPA: 2.87/4

Graduation Date: October 2010
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<b>Experience 1.1</b>
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Company Name : BreadTalk Sdn Bhd (Midvalley Shopping Mall Outlet)
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Office no: (M)+603- 2282 6392
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Contact Person: Sharon Teo
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Position Title: Bakery Assistant
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Industry : Bakery
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Duration: Feb 2010 – July 2012
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Monthly Salary: RM 1500
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**Work Description:**

- Provide full preparation of ingredients needed according to the recipes.
- Handling the baking hours and temperature of ovens.
- Design new recipe(s) upon season's demands.
- Perform complete date records for all the bakery histories daily.
- Responsible for cleaning to ensure all utensils are kept in hygiene conditions.
- Monitor and keep the record of in and out bakery utensils and ingredients.
- Assist with cashier as and when necessary.
- Booking and sending order (pastries/ cakes) to customers.

<b>Experience 1.2</b>
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Company Name : Taiwan Dami Restaurant
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Position Title : Outlet Supervisor
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Department: Management Department
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Industry : Food and Beverage
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Duration: March 2012 – 2016
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Monthly Salary: RM 3300
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**Work Description:**

- Handle all restaurant affairs such as update restaurant progress, transaction with clients and management team.
- Provide full range of reception services. Respond to requests for information from the public, boss or employees by answering the phone, greeting the public.
- Responsible for follow-up work to ensure all orders have been sent to serve customers.
- Monitor kitchen supplies and materials from booking to shipping to outlet.
- Gather and record statistical information for reporting purposes.
- Communicate with outlet manager weekly based on the restaurant sale.
- Assist with shuffle arrangement of staff to other outlets as necessary.
- Responsible for cleaning to ensure all utensils are kept in hygiene conditions.
- Assist with cashier as and when necessary.
- Assist the bar counter to prepare beverages for customers as and when necessary.

<b>Experience 1.3</b>	
Company Name : OPPO ELECTRONIC Sdn Bhd	
Office no: (M)+603- 9755882	Contact Person: JASPER PANG
Position Title: SALES EXECUTIVE	
Industry : Mobiles Phone & Gadgets	
Duration: Feb 2015 – July 2017	
Monthly Salary: RM 2000+COMMISION	

**Work Description:**

- Handling Sales representative attitude and provide training.
- Take Order From Dealer.Handling Shop remains always enough stock for consumers
- To improve Relations with Dealers.
- Always Provide materials when needed.Etc/Brand Stickers.Showcase.

Experience 1.4	
Company Name : Seven E Digital Sdn Bhd / E-Digital One Stop Sdn Bhd	
Office no: (M)0136110110	Contact Person: Chan Chee Fai (Sales Director)
Position Title: E-Commerce Marketing	
Industry : Online Marketing & Sales	
Duration: Aug 2017 - Jan 2022	
Monthly Salary: RM 3500 + COMMISSION	

**Work Description:**

- Handle all retails store, transaction with clients and sales team.
- Provide full range of reception services. Respond to requests for information from the public, boss or employees by answering the phone, greeting the public.
- Responsible for follow-up work to ensure all orders have been shipped daily.
- Monitor stocks and accessories from suppliers.
- Gather and record statistical information for reporting purposes (lost&claim).
- Communicate with outlet manager weekly based on the outlet sale.



My Data rainbowcity

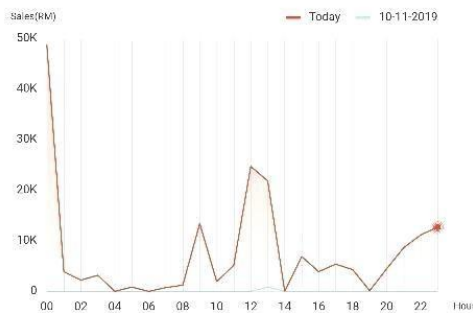
Shopee BIG SALE

Order Type: Placed Order

Sales Today 11-11-2019 23:32:29

# RM 185,544.26

Key Metrics	
Visitors	Page Views
9,610	13,919
Orders	Units
190	202
Total Buyers	Conversion Rate
147	1.53%



Top 5 Products by Sales	
Huawei Nova 4e (6GB RAM / 128GB...	RM 104,14K
Huawei MateBook 13 (5 (256GB) / 17...	RM 30,109.13
Asus ROG Phone 2 (12GB RAM + 512G...	RM 10,197.00
Honor 20 Pro (8GB RAM + 256GB ROM...	RM 10,133.04
Huawei Y9 Prime (2019) (4GB RAM + ...	RM 5,994.73

seller.shopee.com.my

My Data sevenmobilesdnbhd

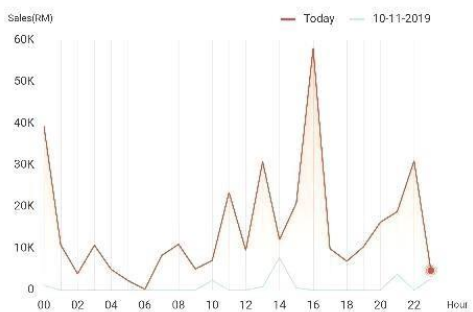
Shopee BIG SALE

Order Type: Placed Order

Sales Today 11-11-2019 23:29:10

# RM 357,289.63

Key Metrics	
Visitors	Page Views
17,603	24,915
Orders	Units
190	240
Total Buyers	Conversion Rate
153	0.87%



Top 5 Products by Sales	
Honor View 20 (6GB + 128GB)Original...	RM 76,413.00
Samsung Galaxy Note 10+	RM 50,327.00
OnePlus 7T (8GB+256GB) Glob...	RM 48,240.00
Huawei Mate 30 PRO (8GB RAM / 256GB...	RM 23,394.00
Huawei MediaPad M5 Lite (3GB RAM / ...	RM 21,570.00



**Certificate**  
— OF APPRECIATION —

PROUDLY PRESENTED TO

*Tan Wei Sheng*

BIG THANKS TO YOUR  
HARDWORK & CONTRIBUTION  
TO OUR GROUP.



A handwritten signature in black ink, appearing to read 'Yn'.

CHAN CHEE YONG  
DIRECTOR OF SEVEN MOBILE SDN BHD

<b>Experience 1.5</b>	
Company Name : SECURE ROBOTICS SDN BHD	
Office no: (03)5870 1866	Contact Person: Mr Wai (HR Manager)
Position Title: Assistant Sales Manager	
Industry : Sales Marketing	
Duration: March 2022 - Dec 2024	
Monthly Salary: RM 4300 + ALLOWANCE (RM 600) + COMMISION 3%	

**Work Description:**

- Providing one step delivery robot for F&B or Events.
- Meeting potential clients/owner restaurant.(Zoom Meeting / Google Meet / by Appointment)
- Entertain/Interactions with clients and potential clients.
- To maintain & build feedback into our clients relations system.
- Provide quotation & sales agreements.

**ERIC TAN WEI SHENG**

Assistant Sales Manager

+6011-2749 6653



**Secure Robotics Sdn Bhd** (1422167-T)

No.6, Jalan Sungai Kayu Ara 32/36, Seksyen 32,

Taman Perusahaan Berjaya,

40460 Shah Alam, Selangor D. E.

Tel : +603-5870 1866 (Hunting Line)

Email : robotics@secure.net.my

### Skills

(Proficiency: **Advanced**-Highly experienced; **Intermediate**-Familiar with all the basic functionalities; **Beginner**-Just started using learning the skill)

Skill	Years	Proficiency
MS Excel, Powerpoint, Word	>3	Intermediate
AdobePS	3	Intermediate
Adobe Illustrator	2	Intermediate
SPSS	2	Beginner
GDS system	2	Advanced
SQL system	2	Advanced

### Languages

(Proficiency: 0=Poort - 10=Excellent)

Language	Spoken	Written
Chinese	10	10

English	8	8
Malay	9	9
Hakka	6	-
Hokkien	8	-
Cantonese	9	5

Availability : Can start Immediately

#### **Job Preferences**

Expected Monthly Salary : RM 7000

Willing to Travel : Yes

Willing to Relocate : Yes

Possess Own Transport : Yes

#### **References**

Name: Mr Wai

Position: HR Manager

Personal Tel: 018-2168333