

RESUME



PERSONAL SUMMARY

Full Name: Lee Chung Sheng

IC No.: 930922-07-5297

Gender: Male

Date of Birth: 22 September 1993

Age: 29 years old

Nationality: Malaysian

Race: Chinese

Religion: Buddhist

Marital Status: Single

Email address: jasonleecs5297@gmail.com

Contact number: 018-7864216

Address: 6-10-10, Desa Mawar, Lintang Kampung Melayu 2, 11500 Ayer Itam, Pulau Pinang.

EXECUTIVE SUMMARY

I am a highly experienced professional with at least four years of operational management experience in blockchain exchange platforms. My in-depth knowledge of blockchain and crypto ecosystems, as well as my proficiency in business operations, online marketing, and business development, make me a valuable asset to any organization looking to leverage the latest advancements in the field. I am confident in my ability to drive success in a blockchain exchange platform, whether it's managing day-to-day operations, developing new business opportunities, or implementing effective marketing strategies. Additionally, as an individual with a creative mindset and problem-solving abilities, I am highly skilled in finding innovative solutions to complex business issues. I possess the vision and organizational abilities necessary to successfully run events and projects, from conception to execution. My ability to remain level-headed and composed under pressure has allowed me to consistently deliver results in time-sensitive and high-stress environments. I believe that my unique combination of skills and experiences make me a valuable asset to any team.

WORK EXPERIENCE

Company name – WenX Global Pte.Ltd

MARKETING & OPERATIONS ASSISTANT MANAGER

August 2021 – Dec 2022

As the manager of daily business operations, I am responsible for overseeing the day-to-day activities of the organization. This includes collecting and analyzing cryptocurrency trading data, managing resources, developing and implementing an operational plan, and ensuring that all procedures are carried out properly. My ultimate goal is to contribute to the overall success of the company by ensuring that daily operations run smoothly and efficiently. Through regular assessments of the organization's needs, I strive to identify areas for improvement and implement solutions that will benefit the organization as a whole.

Duties:

- Assist & Support the smooth running of the day-to-day operations of the platform.
- Assist in taking charge of the requirement of the projects by interfacing with all sections within operations department.
- Assist in providing regular update on any changes to projects' schedules or upcoming projects when directed by Manager or Assistance Manager.
- Assist in tracking the on-hire & off-hire dates.
- Take charge of ops preparation of new builds when delivered to Operations Department.
- Support the crisis management centre, when required.
- All other duties as requested by the management.
- Rigorously track and monitor past and current campaign performance and user behaviour.
- Responsible for online and offline activities planning and implementation.

Company name – Radar Management Sdn.Bhd

OPERATION EXECUTIVE

Jan 2020 – July 2021

As an Operations Assistant, my main responsibility is to assist and support the smooth running of the day-to-day operations of the platform. I work closely with all sections within the operations department to ensure that the requirements of projects are met. I am also responsible for providing regular updates on any changes to project schedules or upcoming projects as directed by the Manager or Assistant Manager. Additionally, I assist in tracking the on-hire and off-hire dates for equipment and take charge of the operations preparation for new builds when they are delivered to the Operations Department. In case of any crisis, I also support the crisis management center. I am also responsible for rigorously tracking and monitoring past and current campaign performance and user behavior, and planning and implementation of online and offline activities. Furthermore, I am open to any other duties as requested by the management.

Duties:

- Assist & Support the smooth running of the day-to-day operations of the platform.
- Assist in taking charge of the requirement of the projects by interfacing with all sections within operations department.

- Assist in providing regular update on any changes to projects' schedules or upcoming projects when directed by Manager or Assistance Manager.
- Assist in tracking the on-hire & off-hire dates.
- Take charge of ops preparation of new builds when delivered to Operations Department.
- Support the crisis management centre, when required.
- All other duties as requested by the management.
- Rigorously track and monitor past and current campaign performance and user behaviour.
- Responsible for online and offline activities planning and implementation.

BUSINESS ANALYST

July 2018 – Jan 2020

As a solutions-driven business analyst, I bring a wealth of experience in leading cross-functional teams to develop, document, and deliver process innovations that drive the attainment of business goals. I possess a keen ability to identify opportunities to transform company practices into fresh, cost-effective solutions that result in more efficient operations. My extensive experience in process improvement, project management, and data analysis, allows me to analyze business processes and identify opportunities for improvement. I am skilled in communicating with stakeholders, leading team members and driving change to ensure that the solutions are implemented seamlessly. My ability to understand complex business issues and develop practical solutions has led to measurable results and improved operational efficiencies.

Duties:

- Analysing data from a variety of sources in order to provide business insights.
- Making sure that everyone in team fully understands the business needs, motivations and critical success factors.
- Collecting intelligence and information with regard to the business advice activity.
- Continually assisting in improving the processes and profitability of the business.
- Providing recommendations to senior departmental managers on performance and potential areas for action.
- Building and maintaining relationships with development partners, team customer service and the Founder of the project.
- Handling and prioritising incoming requests for data and insight.
- Providing ad-hoc support to colleagues and other company departments.
- Liaison with IT development departments in controlling and improving the user experience quality and the technical issues.
- Performing user acceptance testing (UAT).
- Planning, monitoring, eliciting and simplifying the requirements of organisation.

Company name – KK Ang & Partners Audit & Accounting Firm

AUDIT ASSISTANT

Jan 2018 - Jun 2018

As an Audit Assistant, I am responsible for providing support to the audit team in the planning, execution, and completion of financial audits. This includes assisting in the preparation of audit work papers, analyzing financial statements and records, and identifying areas of risk. Additionally, I assist in the development of audit programs and testing procedures, as well as the documentation of findings and recommendations. I also help in the preparation of management letters and other communication materials. I am expected to have a strong understanding of accounting principles and financial statement analysis, as well as knowledge of audit standards and procedures. Furthermore, I am required to have strong attention to detail and excellent analytical and problem-solving skills. The job also requires good communication, both oral and written, and the ability to work effectively in a team environment. I am committed to providing high-quality work and to continuously improve my professional knowledge and skills in the audit field.

Duties:

- Conducting different segments of audits.
- Preparing work papers using automated accounting software programs.
- Collecting, analysing, and summarising evidence to support audit conclusions.
- Identifying controls and recognising weaknesses in internal controls.
- Researching laws, regulations, guidelines and procedures.
- Planning, directing and executing audits of diverse activities.
- Reviewing legislation, reports, financial reports and other background information.

KEY SKILLS AND COMPETENCIES

As an individual with a creative mindset and problem-solving abilities, I am highly skilled in finding innovative solutions to complex business issues. My natural inclination is to think outside the box and come up with fresh and impactful ideas that drive the organization forward. I possess the vision and organizational abilities necessary to successfully run events and projects, from conception to execution. I am a self-starter who is able to work independently, but also excels in leading group initiatives. My ability to remain level-headed and composed under pressure has allowed me to consistently deliver results in time-sensitive and high-stress environments. Whether it is working on a tight deadline or managing multiple projects simultaneously, I am able to stay focused and maintain a positive attitude. I believe that my unique combination of skills and experiences makes me a valuable asset to any team.

Language speak able :

- English
- Mandarin
- Malay

Write able language :

- English

- Chinese
- Malay

ACADEMIC QUALIFICATIONS

- Primary School, SRJK(C) KWANG HWA (January 1999 – November 2005)
Completed UPSR
- Secondary School, SMJK CHUNG HWA (January 2006 – December 2012)
Completed SPM in year 2010 and STPM in year 2012
- Sentral College Penang (June 2013 – June 2017)
Partially completed ACCA
Advanced diploma in Accounting and Business (October 2015)
Subject taken in ACCA
 - ✓ Accountant in Business
 - ✓ Management Accounting
 - ✓ Financial Accounting
 - ✓ Corporate and Business Law (Malaysia)
 - ✓ Performance Management
 - ✓ Taxation (Malaysia)
 - ✓ Financial Reporting
 - ✓ Audit and Assurance
 - ✓ Financial Management
 - ✓ Governance, Risk and Ethics
 - ✓ Corporate Reporting (International)
 - ✓ Business Analysis
 - ✓ Advanced Financial Management
 - ✓ Advanced Performance Management