

Justin Scott

OPERATION MANAGER/ OFFICE MANAGER

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SUMMARY

Over 5 years working in Management role, involving in managing and streamlining office/project operations and financial fields. My next aiming is to apply for Office Manager/ Operation Manager positions which can utilize my skills set contributing to the future success for the company in next higher level.



EXPERIENCE

Chief Representative Officer Asia Business Integrated Sdn. Bhd – Malaysia

Jan 2016 - Dec 2019

-Responsible for sourcing of Vietnam Robusta and Arabica green coffee for monthly exporting with volume of 200-600 tonnes of green coffee.

-Ensure full supports in all areas (Procurement, Admin & Logistics, Commodity research, Accounting, HR). Responsible for: Yearly Representative reports for Department of Commerce, Yearly Tax finalization, timely update for Social insurance department and other relating Legal reports.

-Monitor daily operations of the office and address potential issues when they arise, relating to logistic, taxation, legal compliance.

-Provide coffee market intelligence on supply & demand, local coffee market analyses and collecting research to forecast annual crops.

-Select adequate suppliers and manage supplier risk. Execute sourcing and risk management strategies under instruction from Head Office in Malaysia.

Business Controller (cum Project Operation Manager) - Construction Technical Control (CTC) Department Bureau Veritas Vietnam Ltd *Sep 2010 - Dec 2016*

-Planning and coordinating administrative procedures and systems and devising ways to streamline processes of big projects and whole department.

-Ensure all activities operate smoothly and align with company's quality standards, policies.

-Attend supervision, team meetings, training and other meetings as required for operating managers to ensure their awareness of financial process, budget, business analysis.

-Maintain Order Book for Monthly Forecast on P&L, provide analysis on whole P&L for CTC Director and Finance Manager.

-Assist in the process of developing Annual budget and reviewing budgets for internal proposals.

-Play role of Credit controller for all the projects and support CTC Director on achieving monthly/ yearly DSO target.



SKILLS

- Communication skills
- Management skills
- Solid understanding of Financial Management
- Data processing skills
- Reporting skills
- Planning and Organising
- Deadline-oriented
- Team working



LANGUAGES

English

French

Arabic

German



EDUCATION

Bachelor of Commerce San Jose State University

Sep 2003 - Sep 2007

Majors: Finance & Accounting