

Justin Scott

OPERATION MANAGER/ OFFICE MANAGER

 info@resumekraft.com

 202-555-0120

 Chicago, Illinois, US

 <https://linkedin.com/resumekraft>



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**