

Contact

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Jerome Travis Martyn

Tender Specialist - Global Business Development at Scicom (MSC) Bhd
Kuala Lumpur

Experience

Scicom (MSC) Bhd

Tender Specialist - Global Business Development
December 2008 - Present (13 years 1 month)

- (1) Commercial Cost Management - Preparing costing and financial models for commercial bidding.
- (2) Formulating Solution and Proposal Submission - Preparing concept proposals for projects.
- (3) Client Interaction / Client Management - To develop and maintain excellent client relationships.
- (4) Market Research - Conducting feasibility studies when setting up a global call centre operation.
- (5) Administration - The coordination and documentation process for projects.
- (6) Reporting Management - Project implementation and system reports.

MAS Holdings (Linea Aqua)

Production Merchandiser

July 2005 - November 2008 (3 years 5 months)

- (1) To be involved in the sample process with the Product and Development Centre (PDC) to design and produce the samples in order to receive the bulk production order from client(s).
- (2) To ensure that purchasing is conducted after receiving bulk go ahead from customers. Handled accounts such as Marks & Spencer, Land End & Victoria's Secret.
- (3) To make sure that the production delivery dates are met on time and to be constantly monitoring the production floor to ensure that daily KPI's are met in order to reduce short shipments.
- (4) Coordinate with all departments such as planning, production, PDC, AQL etc. to ensure that optimum capacity is maintained throughout.

(5) Ensure that all data is updated, from the time of receiving the order up to the time of delivery, in SAP, in order to facilitate planning, purchasing and all other departments.

(6) Updating the customers via the following reports: WIP, Delivery status reports, Updating internal departments / SAP on Billing blocks.

(7) Monitoring the utilization of all raw materials and to make relevant changes in the Bill of Material (BOM). The inventory management system used was SAP.

(8) Maintain hands-on relationships on the production floor on a daily basis to ensure that lines assigned are performing according to plan.

(9) Perform additional duties commensurate with the current role, as and when requested by management.

HSBC Sri Lanka

Collector

August 2001 - January 2002 (6 months)

Job Scope;

(1) Call credit card holders and inform them with regard to their outstanding/ due payments

(2) Corresponded with foreign credit card holders to update their outstanding balance and payments.

Education

Stamford College, Malaysia

Master of Arts (Marketing), Marketing · (2004 - 2005)

Binary University

Bachelor of Arts (Business Administration), Business Administration · (2002 - 2004)

Colombo Business School, Sri Lanka

Higher National Diploma (HND) in Accounting, Accounting · (2001 - 2002)

Colombo Business School, Sri Lanka

