INFORMATION TECHNOLOGY (IT) DEPARTMENT

Madam Tong Siew Bee
Executive Director

Mr Kelvin Yong Tien Siew
Senior IT Manager
Location: Factory 3, 1ˢᵗ floor
Contact ext: 1113
tsyong@topglove.com.my

Experience:
Unix SCO V5
Programming Cobol & VB
Database SQL

Team	Number of Staff
Hardware	5
Software	20
OpenSource	6
Project	15
ICT	1
New Team	5
Thailand	10
China	3
Total	**65**

HARDWARE TEAM

Hardware team is the backbone of TG's network, servers and application. The main responsibility of hardware team is to ensure (1) Internet connection and LAN/WAN is up and protected, (2) Servers and computers system is updated and data is protected, (3) IT equipment's are working well and maintaining, and (4) Maintaining software license. Hardware team always looks for new technology to help company improve efficiency and cut down cost.

Lee Yean Cuan **IT Assistant Manager** Location: Factory 9, Ground Floor Contact ext: 195 lyc@topglove.com.my	**Scope of work:** Server Administration, Microsoft AD, E-mail System, Remote Desktop (TS & GO), SAN Storage, Network Infrastructure (LAN & WAN) & Security, Internet Connection, VOIP, Website, Proxy (ISA & Squid), Video and Teleconferencing **Experiences:** Server Administration, Microsoft AD, E-mail System, Network Infrastructure (LAN & WAN), Internet Connection, Technical support
Lawrence Chew Wen Fry **IT Assistant Manager** Location: Factory 9, Ground floor Contact ext: 195 wfchew@topglove.com.my	**Scope of work:** Network Infra-structure Network Security Main focus in Factory 9 **Experiences:** LAN and WAN setup, VPN and firewall setup and configuration,
Jelvin Lau Wei Yeh **IT Executive II** Location: Factory 9, Ground floor Contact ext: 105 wylau@topglove.com.my	**Scope of work:** Server administration / monitoring, Network security (Firewall, Antivirus, Antispam), Network infrastructure, Email system (Exchange, Domino, Mailnow), Terminal service server (Remote desktop, Graph-On), Internet system, Proxy Server (ISA, Squid), SAN Storage system, Video/Tele Conferencing system, Hardware support (PC, Printer, etc) **Experiences:** Fresh Graduate

Jacky Lee Chit Yee
IT Officer II
Location: Factory 9, Ground floor
Contact ext: 105
cylee@topglove.com.my

Scope of work:
Hardware/system support, Networking, Website, Intranet, Blackberry, Symantec Antivirus.

Experiences:
Fresh Graduate

Shafie Bin Mustafa
IT Officer
Location: Factory 9, 1st floor
Contact ext: 607
shafie@topglove.com.my

Scope Of work
Hardware support.

Experiences:
Microsoft Office, Adobe Photoshop.
1st level support for TM Streamyx Call Center.

SOFTWARE TEAM

This team handles all the ERP issues. Creating new user ID, disable the user access, maintenance of ERP, perform user training , rollout versions, collect user change request and enhance the system. This team will liaise with the programmer to upgrade the ERP system from time to time. This team works closely on the invention of new system. Automation, E-Business, Business Intelligence, WMS module, E-Customer, E-Supplier, Document Management System.

Mr Tan Kian Guan **Senior IT Manager** Location: TG2, 4th floor Contact ext: 100-82-1330 kgtan@topglove.com.my	**Scope of work:** E-Business, ERP, BI and Automation **Experiences:** Power Builder, Sybase DB, FlexProcess ERP, SQL script, Critix, Cisco Router, Snapgear, Dell and HP server (Windows NT and 2000), Exchange 5.5 and Mdaemon mail server, VOIP, VPN, ELID smart card attendance. **Additional Qualification:** Master of Software Engineering Certification in TQM Training

Database Admin & Menu Configuration

Annie Teh Bong Nee **IT Assistant Manager** Location: TG2, 4th floor Contact ext: 100-82-1130 bnteh@topglove.com.my	**Scope of work:** Overall ERP system ERP system analyst ERP DB Administrator **Experiences:** Unix AIX (basic), AS400 (basic), Programming Foxbase
Norazlina binti Nordin **IT Officer** Location: TG2, 4th floor Contact ext: 100-82-1184 norazlina@topglove.com.my	**Scope of work:** ERP Support Menu Configuration Junior database administrator **Experience:** Fresh Graduate

Automation, Warehouse, WMS & Packing Module

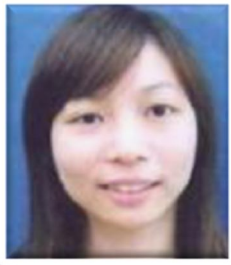|	
Mr Wong Wing Jong **IT Assistant Manager** Location: TG2, 4th floor Contact ext: 100-82-1378 wjwong@topglove.com.my	**Scope of work:** WMS module **Experiences:** Oracle PL/SQL, Oracle DB, Firewall (Fortinet, Juniper & Astaro), VPN, VoIP, Server (IBM,HP& Dell), RPG programming, CL programming.
Lim Ai Lu **IT Officer II** Location: TG2, 4th floor Contact ext: 100-82-1366 allim@topglove.com.my	**Scope of work:** ERP – QA system (testing, implementation & training) **Experience:** Banking system development (Vbscript, Javascript, VB.Net SQL) Unix Command
Lim Chin Eng **IT Executive** Location: TG2, 4th floor Contact ext: 100-82-1333 celim@topglove.com.my	**Scope of work:** Coordinating marketing IT IT Automation **Experience:** HTML coding CCTV & DVR Biometrics Access System

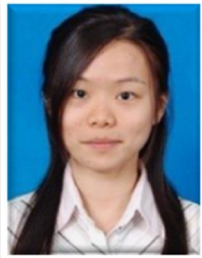|	
Chong Poh Chong **IT Officer** Location: Factory 11, 1st floor Contact ext: 121 pcchong@topglove.com.my	**Scope of work:** ERP - Inventory system Hardware support **Experience:** System Development and Web Programming (PHP, HTML, Javascript, C++)
Mohd Nur Adnee Bin Yunus **IT Officer** Location: Factory 19 Contact ext: 114 nur_adnee@topglove.com.my	**Scope of work:** Support in WMS module, QA test report and Inventory system. **Experience:** Fresh Graduate
Gan Chiau Yei **IT Officer** Location: TG2, 4th floor Contact Ext: 100-82-1709 cygan@topglove.com.my	**Scope of work:** Inventory, QA conformity, QA test report, Reopen DO and etc. **Experience:** Fresh Graduate

Sales, Documentation, Vessel Module& BI System

Lim Ai Khoon **IT Assistant Manager** Location: TG2, 4th floor Contact ext: 100-82-1708 aklim@topglove.com.my	**Scope of work:** Lead PI and eCustomer Team on study, design, implement, support for new enhancement. **Experience:** ERP experience on System Development Life Cycle(SDLC) as study, design, implement, support. Oracle SQL statement.
Tee Per Boon **IT Executive II** Location: TG2, 4th floor Contact ext: 100-82-1703 pbtee@topglove.com.my	**Scope of work:** PI and eCustomer module. **Experience:** Entire Software Development process (SDLC), web programming (HTLM, JavaScript, Java), crystal report, SQL programming
Koh Pei Pei **IT Officer II** Location: TG2, 4th floor Contact ext: 100-82-1334 ppkoh@topglove.com.my	**Scope of work:** eSupplier, PO, VO, LOC, CVO, GRN, Marking System **Experiences:** System Development (PHP), POS system, Autocad, MySQL

Nur Hanani Bt Jamaluddin **IT Officer** Location: TG2, 4th floor Contact ext: 100-82-1253 hanani@topglove.com.my	**Scope of work:** ERP - Documentation Management System (DMS) IT KPI MRF –Maintenance & Enhancement DSS Support **Experiences:** Fresh Graduate
Lee Pik Yin **IT Officer** Location: TG2, 4th floor Contact Ext:100-82-1722 pylee@topglove.com.my	**Scope of work:** ERP support, E-customer **Experiences:** Fresh Graduate

Financial Accounting Module

Teow Kee Pin **IT Assistant Manager** Location: TG2, 4th floor Contact ext: 100-82-1377 kpteow@topglove.com.my	**Scope of work:** ERP Accounting (AP, AR, GL & CB System) Planning module (Concentrated Latex, Surgical Glove, Sales Planing) Field Latex Receiving (Thailand Project) **Experience:** More than 15 year in IT. Focusing more on software development and support for manufacturing industries. Supported Finance and Distribution Module using HP Unix and informix. Well verse in A+ System for Mesh and Cut & Bend Product. Languages :Windev, SAP ABAP for PP/QM module, PB 9.0, Infomaker Operating System : HP Unix, SCO Unix, Pick O/S

Nirmala Ganesan **IT Officer II** Location: TG2, 4th floor Contact ext: 100-82-1127 nirmala@topglove.com.my	**Scope of work:** ERP – Accounting System Goods and Service Tax (GST) **Experience:** Prepare full set of accounts and audit. **Additional Qualification:** Bachelor in Accounting

Purchasing and eSupplier Module

Phua Peng Lee **IT Executive II** Location: TG2, 4th floor Contact ext: 100-82-1328 plphua@topglove.com.my	**Scope of work:** ERP Purchasing **Experiences:** AS400, RPG/CL Programming, VB, Delphi, Crystal report, SQL/Firebird Database
JayanthyNadesan **IT Officer** Location: TG2, 4th floor Contact ext: 100-82-1606 jayanthy@topglove.com.my	**Scope of work:** TG eSupplier system, purchasing modules (VO/PO/ePO) and supplier vendor code creation in ERP system. **Experience:** Fresh Graduate

	Scope of work: Support in eSupplier, Purchasing, Letter Of Complaint (LOC) Combine Verbal Order (CVO), and Request For Quotation (RFQ) modules **Experience:** Fresh Graduate
Siti Mariam Bte Abu Hassan **IT Officer** Location TG2, 4th floor Contact ext: 100-82-1112 siti_mariam@topglove.com.my	

	Scope of work: Support in VO, PO, Supplier Letter Of Complaint (LOC),Combine Verbal Order (CVO), and Request For Quotation (RFQ) , Supplier Assessment. **Experiences**: Fresh Graduate
Tan Yee Shiang **IT Officer** Location: TG2, 4th floor Contact ext: 100-82-1335 ystan@topglove.com.my	

NEW TEAM

	Experiences: IT Projects, IT Procurement, Networking, MS Windows Server, Novell NetWare, MS SQL, Server hardware technologies, Storage Area Networks, Application & system support, Business Continuity & DR Planning.
Hor Huey Wu **IT Manager** Location: TG2, 3rd floor Contact ext: 100-82-1128 hwhor@topglove.com.my	

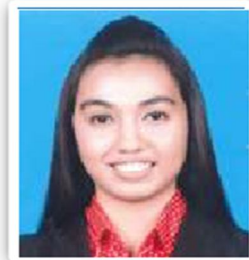|	
Azwin b. Azman **IT Officer II** Location: TG1, 11th floor Contact ext: 100-80-1121 azwin@topglove.com.my	**Scope of work:** Java web programming **Experiences:** Actionscript, authorware, JSP, MySQL
Siti Norziela Bt. Suhaimi **IT Officer** Location: Factory 9, 1st floor Contact ext: 100-09-613 siti_norziela@topglove.com.my	**Scope of work:** Support network for Marketing Support Exchange System (Email) for Marketing **Experiences:** First level technical support in network
Mohd Afiq Bin Mohd Amirruzan **IT Officer** Location: TG2, 3rd floor Contact ext: 100-82-1126 mohd_afiq@topglove.com.my	**Scope of work:** Support TG2 Network Support Exchange Server **Experiences:** Handling Metro-E Project for Eastern and Northern as Vendor Time Dot Com

	Scope of work: Open Source Implementations, support and R&D **Experiences:** System Development and Web Programming, (PHP, HTML) Relational Database Management System, (mySQL) HTTP Server Software (Apache) End User Support (Thunderbird, Open Office)
Tian Chow Loong **IT Officer** Location: Factory 9, 1st floor Contact ext: 100-09-321 cltian@topglove.com.my	

INFO.COMMUNICATION TEAM

Information Communication Team (ICT) is a new team formed in May 2011. This team mainly focuses on the telecommunication system that covered IP PBX, conference system, Polycom device and IP phone. Currently this team already built up new telecommunication system for F3, F21, F10 and TG1Subang.

	Scope of work: IP PABX Telecommunication System **Experiences:** HTML Coding, Macromedia Dreamweaver MX, Adobe Photoshop 7, Linux centOS, Web hosting & domain
Fadzil B Zakaria **IT Officer II** Location: Factory 4, 1st floor Contact ext: 208 fadzil@topglove.com.my	

PROJECT TEAM

Project team is the backbone for many IT projects in TG; namely CCTV, Biometrics access, Payroll System, Human Resource Management System, E-Clinic, ESOS, Warehouse Management System and PABX. This team also works closely with ERP team on the integration of the individual system into ERP. Ricoh machines are also taken care by project team together with individual factory IT supports.

Tee Saw Bee **IT Assistant Manager** Location: Factory 13, 1st floor Contact ext: 182 teesb@topglove.com.my	**Scope of work:** WMS, E-Job, E-Clinic, E-Booking, ERP - HRMS CCTV, PABX, Biometrics Access, Bar Code equipment's **Experience:** Secondary school computer lecturer (Windows and Ms Office application)System Administrator (Email exchange, Win NT server, Cobol, UBS, BOSS, C++, Page Maker and Lotus Notes ISO Application), Baan and Traverse ERP **Additional Qualification:** Masters of Business Administration
Susan Tong Siew San **IT Executive** Location: Factory 13, 1st Floor Contact ext: 112 sstong@topglove.com.my	**Scope of Work:** CCTV Project Purchasing For IT Project Team Items **Experience:** User support (printer / pc installation / email setup / erp installation and setup), Coordinating project-hardware/OST team issue
S.Letchumi **Snr IT Executive** Location: Factory 13, 1st Floor Contact ext: 148 letchumi@topglove.com.my	**Scope of Work:** Monitor and coordinate with project team members and liaise with suppliers for their projects. **Experience:** Programming in Foxpro, FiveWin and Harbour 3.0, VB, COBOL, ASP Application consultant, provide end user support and training.

Mohd Noor Hisyham B Mat Zin **Senior IT Officer** Location: Factory 13, 1st floor Contact ext: 148 hisyham@topglove.com.my	**Scope of work:** CCTV system Biometrics access system, Ricoh machines **Experience:** Programming VB and technical support
Syarifah Aimi Bt. Said Abd Manaf **IT Officer** Location: Factory 3, 2nd floor Contact ext: 1182 syarifah@topglove.com.my	**Scope of work:** ERP – Payroll System, E-Leave HRMS System, ESOS System **Experience:** Fresh Graduate
Siti Aisyah Binti Mohd Hashim **IT Officer** Location: Factory 14, 1st floor Contact ext: 132 siti_aisyah@topglove.com.my	**Scope of work:** HRMS System,EHardware Form, EPermit,Ejob,EInsurance **Experience:** Windows application Adobe Photoshop FujiXerox Printer Machine UBS Human Resource Management System

Hasazrini Bt. Mat Hassan **IT Officer** Location: Factory 13, 1st floor Contact ext: 112 hasazrini@topglove.com.my	**Scope of work:** TG Iphone Apps TG E-clinic **Experience:** PHP, HTML, C, C++, Javascript, CSS, XML, Jquery, Ajax Open Source Software (Drupal, Boonex, Jommla) Database (MySQL, SQLYog) FTP (Filezilla, Winscp) Programming Platform (Dreamweaver, Notepad++) Core in website development (web programming)
Zulhisyam Bin Mohd Ton **IT Officer** Location: Factory 24, 1st floor Contact ext: 159 zulhisyam@topglove.com.my	**Scope of work:** CCTV Biometrics access system VoIP and end user support **Experiences:** Networking & Hardware Troubleshooting Open Source Implementations, support and R&D
Ahmad Fitri Bin Ahmad Shahar **IT Officer** Location: Factory 12 Contact ext: 112 ahmad_fitri@topglove.com.my	**Scope of work:** CCTV RICOH Printer Biometrics access system End user support **Experience:** CCTV, Server, Network, Software Support and Hardware Support and Repair.

Ng Chia Yeau **IT Officer** Location: Factory 14, 1st floor Contact ext: 142 cyng@topglove.com.my	**Scope of work:** CCTV F3, F4, F14 RICOH Printer ERP HRMS F14 IT support **Experience:** PC Hardware & software support, Printer, CCTV.
Ebnu Najib Bin Ebnu Hajar **Senior IT Officer** Location: Factory 3, 1st floor Contact ext: 1182 ebnu_najib@topglove.com.my	**Scope of work:** F3 IT Troubleshoot & Support Ricoh Printer ERP CCTV **Experience:** PC hardware & software support

Banting & Ipoh Team

Hari Sunthar **IT Officer II** Location: Factory 18, Ground Floor Contact ext: 5353 harisunthar@flexiss.com	**Scope of work:** Coordinate Overall IT Projects for F18 CCTV, Biometrics Access System, Networking WMS, Hardware, ERP Support **Experience:** UBS Accounting and Payroll System Prepare full set of account and audit

Ang Kang Shen **IT Officer** Location: Factory 18, Ground Floor Contact ext: 123 ksang@flexiss.com.my	**Scope of work:** CCTV System Biometric Access System Ricoh Machines Overall F18 IT Support **Experience:** Fresh Graduate
Lee Sook Hui **IT Executive II** Location: Factory 5, Ground floor Contact ext: 109 shlee@topglove.com.my	**Scope of work:** ERP – Payroll system ERP – ESOS system Overall F5 IT support (ERP, Hardware etc) **Experiences:** Payroll system implementation
Omar Hairy B Mohamad Alias **IT Officer** Location: Factory 5, Ground floor Contact ext: 109 omar@topglove.com.my	**Scope of work:** CCTV Biometrics Access System Overall F5 IT support (ERP, Hardware etc) **Experience:** Fresh Graduate

Om Prakash A/L Gunasegaran **IT Officer** Location: Factory 5, Ground floor Contact ext: 109 prakash_guna@topglove.com.my	**Scope of work:** CCTV Biometric Access System Overall Factory 5 IT Support(ERP, Hardware, Software, etc..) **Experiences:** Active Directory, Network Drives, RSA System, Citrix Server, BES, Hardware and Software Support

OPEN SOURCE TEAM

This team is responsible for Open Source Software (OSS). Providing user training, upgrade to new version, create awareness on OSS in user, compare Ms Office with OSS, provide help to user if requested are the overall job scope of OST Team. Besides ,OST team also developed new monitoring tools such as MTRG , PRTG, Samba server, LDAP server, Terminal server, Open Source online Library , internal facebook(TGspace) and others open source operating system and a lot of monitoring tools. Hardware and IT Operation support for F19/F20/F21/F22/F24 also as OST team Job responsibilities.

Ng Tong Heng **IT Assistant Manager** Location: Factory 21, 2nd floor, Contact ext: 2013 thng@topglove.com.my	**Scope of work:** Server room setup and implementation. Open source related matters & Technical supports .Responsible for OpenSource Software (OSS). Providing user training, upgrade to new version, create awareness on OSS in user, compare Ms Office with OSS, provide help to user. **Experiences:** Server Administration, IPVPN , Frame Relay, Proxy server, San Storage System, Network Security(Firewall , Antivirus , IDS & IPS) , Nessuss , Retina(EEye), ERP implementation , Exchange 5.5 , Exchange server2003, Unix (HP, SUN), Open Source, Cisco Router. **Additional Qualification:** Master of Science in Telecommunication System

Saiful B Hamdan **IT Officer** Location: Factory 20, 1st floor Contact ext: 2058 saiful@topglove.com.my	**Scope of work:** Open Source Implementations, support and R&D **Experiences:** Software Programming Hardware Troubleshooting

Mohd Adib B. Mohd Zaki **IT Officer** Location: Factory 21, 1st floor Contact ext: 2015 mohd_adib@topglove.com.my	**Scope of work:** Implementing of Open Source Software, support and R&D **Experiences:** Fresh Graduate
Mohd Syaffeq B Mat Zain **IT Officer** Location: Factory 21 Contact ext: mohd_syaffeq@topglove.com.my	**Scope of work:** Hardware and Open Source Support. **Experience:** Fresh Graduate
Ayusnida Bt. Mamat IT Officer Location: TG1, 11th floor Contact Ext: 100-80-1126 ayusnida@topglove.com.my	**Scope of work:** Hardware and Software support. Open Source product troubleshooting (Thunderbird, Open Office, etc) **Experience:** Fresh Graduate

Rosila Bt. Hussain
IT Officer
Location: Factory 19/24
Contact Ext: 100-19-1112
rosila@topglove.com.my

Scope of work:
Implementing of Open Source Software, Support and R&D.
Provide Open Source Training.

Experience:
Macromedia Dreamweaver, HTML, Database.

Additional Qualification:
CERT Information Technology Infrastructure (ITIL), EC-Council
Project Management (ECM), Life and General Insurance License.

THAILAND SUPPORT TEAM

Mr. Thanawut Kulparn
IT Senior Executive
Location: Factory 7, 1st floor
Contact ext: 134
thanawut@topglove.co.th

Scope of Work
- Coordinate with all Thailand IT staff for overall project
- Hardware / Software support, Project, CCTV, Biometrics Access system.
- Networking / VOIP
- Video Conference / Teleconference
- Overall Thailand IT support

Experiences:
- IT service management (ITSM), IT Facility Management, Develop and Enforce
- IT/IS Policy, Network Infrastructure (LAN & WAN), Internet Connection, Desktop Software and Hardware support, Server Administration, E-mail System, Technical Customer Service Support, Technical support

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Ms. Alwanee Bintohheem
IT Assistant Executive
Location: Factory 17, 1st floor
Contact ext: 133
alwanee@topglove.co.th

Scope of Work
- Coordinate with HQ IT team for overall project implementation at TG Thailand factories.
- Coordinate with all Thailand IT staff for overall project
- Hardware / Software support, Project, CCTV, Biometrics Access system.
- Networking / VOIP
- Video Conference / Teleconference
- Overall Thailand IT support (ERP / HRMS / Payroll / eBusiness)

Experiences:
Fresh Graduate

Mr. Rusdee Chema
IT Officer
Location: Factory 17, 1st floor
Contact ext: 143
rusdee@b-tech.co.th

Scope of Work
- Hardware / Software support
- Networking / VOIP
- CCTV and Biometrics Access system.
- Overall F17 IT support

Experiences:
Networking system, Hardware/Software, IT Technical Support

Mr.Preecha Songyai **IT Officer** Location: Factory 16, 1st floor Contact ext: 125 preecha@topglove.co.th	**Scope of Work** - Hardware / Software support - Networking / VOIP - CCTV and Biometrics Access system - Overall F16 IT Support **Experiences:** IT Technical Support, Software support, Technical Telecommunication, Networking, Graphic &Web design.
Mr. Worawut Prapan **IT Officer** Location: Factory 16, 1st floor Contact ext: 213 worawut@topglove.co.th	**Scope of Work** - Hardware / Software support - Networking / VOIP - CCTV and Biometrics Access system - Overall F16 IT support **Experiences:** Fresh Graduate
Mr. Songchai Leeratanakachorn **IT Officer** Location: Factory 7, 1st floor Contact ext: 124 songchai@topglove.co.th	**Scope of Work** - Hardware / Software support - Networking / VOIP - CCTV and Biometrics Access system. - Video Conference / Teleconference - Overall F7 IT support **Experiences:** Fresh Graduate
Mr. Sittichai Suwanrat **IT Officer** Location: Factory 7, 1st floor Contact ext: 124 sittichai@topglove.co.th	**Scope of Work** - Hardware / Software support - Networking / VOIP - CCTV and Biometrics Access system. - Video Conference / Teleconference - Overall F7 IT support **Experiences:** IT Technical Support, CCTV spare parts, CCTV system

Mr. Jaturong Suksuwan **IT Officer** Location: Factory 7, 1st floor Contact ext: 124 jaturong@topglove.co.th	**Scope of Work** - Hardware / Software support - Networking / VOIP - CCTV and Biometrics Access system. - Video Conference/Teleconference - Overall F7 IT support **Experiences:** IT Engineering, Networking, Server 2003, IT Technical Support (Hardware/Software)
Mr. Somnuek Yahyee **IT Officer** Location: Factory 6, 1st floor Contact ext: 134 somnuek@greatglove.com	**Scope of Work** - Hardware / Software support - Networking / VOIP - CCTV and Biometrics Access system. - Teleconference - Overall F6 IT support **Experiences:** IT Technical Support, Hardware, Software, CCTV
Mr. Kratchakorn T **Asst. IT & Admin Officer** Location: Factory 6, 1st floor Contact ext: 134 kratchakorn@greatglove.com	**Scope of Work** - Hardware / Software support - Networking / VOIP - CCTV and Biometrics Access system. - Teleconference - Overall F6 IT support **Experiences:** Fresh Graduate

CHINA SUPPORT TEAM

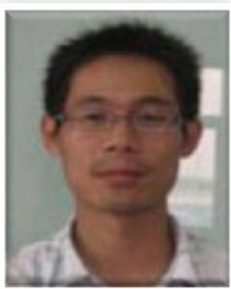|	
Zeng Ping **IT Officer** Location: Factory 8 Contact ext: zengping@topglove.com.cn	**Scope of work:** Overall F8 IT support
Xu Yong **IT Officer** Location: Factory 15 Contact ext: 866 xuyong@greatglove.com.cn	**Scope of work:** Hardware / software support, Biometrics access, PABX, CCTV Networking, VoIP, E-mail system Teleconference / Video conferencing Overall F15 IT support
Zhao Xue Mei **IT Assistant** Location: Factory 15 Contact ext: 868 zhaoxuemei@greatglove.com.cn	**Scope of work:** Hardware / software support, Biometrics access, PABX, CCTV Networking, VoIP, E-mail system Teleconference / Video conferencing Overall F15 IT support