

## PROFILE

Highly accomplished Project Manager with over 16 years of experience in the manufacturing sector, specialising in electronics and pharma industries. Currently hold PMI Membership and on track to receiving PMP Certification. Adept at leading cross-functional teams, managing multi-million-pound budgets, and implementing effective contingency plans. Proven expertise in resource planning, timeline management, and stakeholder communication. Recognised for exceeding performance metrics and contributing to operational excellence. Skilled in cutting-edge technologies like Oracle and SAP, with a strong foundation in Lean Manufacturing, Six Sigma, and Agile Methodology.

## WORK EXPERIENCE

Mar 2017 – Jun 2023

*Project Manager, Applied Materials Southeast Asia Pte Ltd (Singapore)*

I spearheaded cross-functional teams across Materials, Integration, Testing, Engineering, Finance, and Logistics. My role was integral in delivering high-quality equipment on time and within budget. I adeptly managed materials commitments, conducted impact assessments on production schedules, and executed contingency plans to mitigate delays.

- Directed cross-departmental teams, including Materials, Integration, Testing, Engineering, Finance, and Logistics, fostering collaboration and communication to achieve project goals effectively.
- Managed multi-million-pound project budgets, conducting regular financial reviews and adjustments to ensure optimal allocation and utilisation of resources.
- Acted as the chief overseer for all material commitments, carefully assessing their impact on production schedules and making data-driven adjustments to avoid bottlenecks or delays.
- Developed robust contingency plans to anticipate potential disruptions, thereby minimising their impact and ensuring the project remained on course for timely completion.
- Initiated and led cost-down activities across various project phases, scrutinising every expenditure to identify and implement opportunities for financial efficiency.
- Rigorously ensured the integrity of Bills of Material, conducting multiple quality checks to facilitate smooth integration and testing processes, thereby reducing potential costly errors.
- Took full responsibility for the preparation, verification, and management of all shipping documentation, ensuring compliance with both internal and external regulations to facilitate seamless order shipments.
- Provided immediate and effective technical support to customer engineers during line-down incidents, implementing fast-track troubleshooting procedures to minimise downtime.
- Controlled intricate project timelines through the use of advanced scheduling software and regular team meetings, ensuring every phase was completed on time and up to standard.
- Focused on coaching and mentoring team members, setting performance goals, offering constructive feedback, and facilitating training programmes to ensure both professional development and overall project success.

## Key Projects

1. **Project Title:** CMP On Time Delivery Optimisation

**Scope:** The scope of the CMP On Time Delivery Optimisation project was to enhance the existing on-time delivery performance from 80% to 98%. This required a thorough analysis and optimisation of the entire delivery process, including customer requirement translation, procurement, manufacturing, and final shipment. A multidisciplinary approach was taken to identify areas of improvement and implement solutions across different functional units within the organisation.

**Budget:** USD \$1M - \$5M.

**Team Size:** 5 to 9 members.

**Results:** Through strategic planning, rigorous execution, and continuous monitoring, the project resulted in a significant improvement in the OTD rate, nearing the targeted 98%. The process refinements contributed to better inventory management, streamlined manufacturing workflows, and improved logistics coordination, directly impacting customer satisfaction and operational efficiency. This achievement was also a demonstration of successful cross-functional collaboration and project management within the stipulated budget and time frame.

2. **Project Title:** YMTC Systems Reconfiguration

**Scope:** To reallocate and repurpose inventory from non-viable YMTC systems worth USD 8M due to trade restrictions, ensuring resource optimisation and cost savings. This complex project required identification of over 50 modules across 10 systems as candidates for reconfiguration, adhering to a hybrid methodology to balance agility with structured planning.

**Budget:** Up to USD \$1M

**Team Size:** 5 to 9 professionals

**Results:** As the Project Manager, led the initiation by establishing a robust project charter with team buy-in. Orchestrated detailed planning sessions, enlisting expertise to evaluate reconfiguration feasibility, required resources, and budgetary constraints. Directed execution, ensuring material procurement and delivery aligned with production schedules and quality standards. Conducted biweekly monitoring and controlling sessions to track progress and implemented ad hoc meetings to address any emergent issues. Successfully closed the project with comprehensive quality checks and documentation of lessons learned. Outcome: The project culminated in the strategic repurposing of substantial inventory, mitigating the risk of asset redundancy. My leadership in the five process areas resulted in maintaining project schedule integrity, optimising resource allocation, and achieving the objectives within budget and time constraints.

### 3. **Project Title:** NSO Forecast Accuracy Optimisation

**Scope:** Enhance NSO forecast processes to save USD 500K by reducing excess and obsolete (E&Z) inventory while improving forecast accuracy. The remit encompassed a comprehensive analysis of E&Z stock and manufacturing planning data to pinpoint and rectify forecasting redundancies, aligning customer forecasts with actual demand.

**Budget:** Up to USD \$1M

**Team Size:** 1 to 4 experts

**Results:** Led the project initiation with a clear charter and full team engagement. Meticulously planned by scrutinising E&Z stock, initiating a continuous feedback loop for forecast accuracy. Drove the execution phase by establishing effective communication strategies, ensuring alignment on forecast figures and E&Z stock utilisation. Employed vigilant monitoring and controlling, refining the forecasting process, and resolving interdepartmental conflicts to maintain stock balance. Successfully closed the project, achieving stringent quality checks and capturing valuable lessons learned. Outcome: The project delivered on its promise to significantly improve forecast accuracy and operational efficiency, effectively reducing the E&Z inventory, and meeting the cost-saving target within the stipulated timeframe.

## **Key Achievements**

- Honoured with the "**Make Possible Award**" for Outstanding Employee in Q4 2019 for not just meeting but exceeding project targets and showcasing exceptional skill in leadership and project management.
- Played a pivotal role in the Business Unit achieving record revenue and best operational/shipment delivery in FY22, for which I was awarded the **Team Excellence Award**.
- Achieved substantial financial savings through the strategic implementation of cost-down activities, directly contributing to increased profitability for the Business Unit.
- My proactive approach to material management and contingency planning ensured the project faced **0** delays, thereby maintaining stakeholder confidence and project momentum.
- My ability to provide swift and effective solutions in line-down situations led to a measurable increase in customer satisfaction ratings.
- Streamlined the Bill of Material process through the introduction of automated checks, which led to a **20%** reduction in errors and smoother integration and testing cycles.
- Ensured a **100%** on-time delivery rate through meticulous management of shipping documentation, contributing to customer satisfaction and repeat business.
- Successfully mentored two team members who were later promoted, indicating effective leadership and contribution to talent development within the company.

**Sep 2006 – May 2016**

**Infineon Technologies Asia Pacific Pte Ltd (Singapore)**

***Jun 2013 – May 2016***

***Resource Planner***

Promoted to the position of lead on optimising production efficiency and resource allocation across the organisation. I routinely analysed volume forecasts on a weekly, monthly, and quarterly basis to create highly accurate resource plans. My role involved a blend of strategic foresight and real-time decision-making, liaising with multiple departments such as Production, Engineering, Purchasing, and Logistics to ensure timely equipment manufacturing and installation. I was also responsible for the design and upkeep of key performance reports, which became an essential tool for internal decision-making.

***Sep 2006 – May 2013***

***Test Developer/Product Management Engineer***

I served as a critical interface between product development and quality assurance. My responsibilities span the entire development cycle, from conceptualisation to execution. I composed intricate automation test cases, led cost-effective test implementations, and ensured the consistent quality and yield of test packages. Collaborating closely with teams across Finance, Marketing, Purchasing, and Production, I initiated and drove a range of cost-saving measures, all while managing technical coordination during project transfers and changes.

## **EDUCATION AND TRAINING**

**PMI Membership/PMP Certification** – Ongoing

**Specialist Diploma in Accounting and Finance**, Temasek Polytechnic – 2010

**Bachelor's Degree in Electrical and Electronics Engineering (2:1)**, Nanyang Technological University – 2006

## **PROFESSIONAL SKILLS**

Project Management | Cross-Functional Leadership | Budget Oversight | Material Management | Contingency Planning | Cost-Reduction | Bill of Material Integrity | Shipping Documentation | Technical Support | Timeline Management | Team Mentoring | Forecasting | Resource Planning | Multi-Department Coordination | Performance Reporting | Test Development | Quality Assurance | Yield Management | Root Cause Analysis | Leading Negotiations | Financial Planning | Strategic Planning | Customer Support | Vendor Management | Supply Chain Management | Risk Mitigation | Stakeholder Communication | Gantt Chart Expertise | Quality Control | Regulatory Compliance | Lean Manufacturing | Inventory Management | Vendor Relationships | KPI Tracking | Process Improvement | Data Analysis | FMEA | Six Sigma | Agile Methodology | ISO Standards | Product Lifecycle Management | Validation Procedures | Change Management | Resource Allocation | Quality Auditing | Scheduling | Cost Estimation | Conflict Resolution | Decision-Making | Operational Leadership | Production Planning | Team Building | Technical Writing | Statistical Analysis

## **TECHNICAL SKILLS**

Oracle | SAP | Microsoft Excel, Word, PowerPoint & MS Project | C++ | Visual Basic for Test