

# Benjamin Tan Wee Bin

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Viet Nam



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## EXECUTIVE SUMMARY

An Scrum Certified IT System Engineer with 13 years' experience, experienced in industries such as manufacturing, life sciences, media production, education, IT hardware and software development.

Having work experience as an IT specialist, IT support engineer, implementation project manager, and software project manager, comfortable interfacing with all levels of management, with ability to understand various business processes and company operations, with a passion to find IT solutions that allow end users to perform work effectively.

Possess other non -IT related skills such as understanding of the Singapore Quality Class framework, Peoples Developer Standard, trained in project management methodology from PMI

During the course of career, he had led a software development and server implementation projects with the Royal Brunei Police Force, Survey Department and the Public Works department of the Government of Brunei Darussalam.

He took part in implementation projects with Ikea Singapore, Siemens and GE money, as well as initiated many office automation processes such as a resource booking system, enforcing company IT policies and organizing training seminars for users.

## AREAS OF EXPERTISE

|                                  |                                 |                                 |
|----------------------------------|---------------------------------|---------------------------------|
| SCRUM Methodology                | ERP/CRM/Share point Integration | Digital Audio and Video editing |
| Document Management & Imaging    | Peoples Developer Standard      | Project Management              |
| Industrial Scanners              | Cisco Enterprise Network Design | Singapore Quality Class         |
| Cisco Routers, Hubs and Switches | Windows OS                      | Active Directory Administration |

## EDUCATION

Oct 2003 - Apr 2006: Bachelor In Computer Science, University Of Adelaide, Australia

Jul 1998 - Jun 2001: Diploma in Multimedia Computing, Ngee Ann Polytechnic, Singapore

Jan 1993 - Dec 1997: GCE O Levels, Tanglin Secondary School, Singapore

Jan 1988 - Dec 1992: PSLE, Clementi Town Primary School, Singapore

## PROFESSIONAL CERTIFICATION

Jun 2006 - Cisco Certified Network Associate

Jul 2006 - Certified Associate in Project Management (By Project Management Institute)

Feb 2008 - Microsoft Certified Technology Specialist: Microsoft Office Share Point Server 2007 – Configuration

May 2009- Cisco Certified Design Associate

Apr 2010 - Microsoft Certified Technology Specialist: Microsoft SQL Server 2008, Installation and Maintenance

Apr 2010 - Microsoft Certified IT Professional: Database Administrator 2008

Jan 2018 – Professional Scrum Master 1

## NATIONAL SERVICE STATUS

Refer to Job Experience (Course Admin Supervisor (Assistant Chief Clerk))

## EXPECTED SALARY

Negotiable

## Professional Experience

### IT Project Manager NIFTIT LLC

July 2016-Jan 2018

NIFTIT is a development and design agency in New York, Vietnam & Hong Kong, dedicated to empowering users through nifty solutions. NIFTIT specializes in custom developed solutions for SharePoint as well as the design and implementation of their developed SharePoint Jumpstart Package which provides a simple, easy to use interface on top of traditional SharePoint implementation.

Industry Served: Government, Non Profit Organizations, Healthcare, Information Technology and Services

#### Achievements

- **Designed and implemented** a custom SharePoint **report**, drawing data from **4 different data sources**
- **Designed** product features **road maps** for SharePoint Jumpstart Package **product**
- Led the Team to **design** and **implement** a **Metro-Style** custom branding **Portal for SharePoint**
- **Integrated** Microsoft **CRM online** with **SharePoint** using Application hosted on **Microsoft Azure**

#### Job scope

- Requirement gathering and Project Management
- First level support for clients
- Project Management and Implementation
- Creating of user guides and documentation

### IT System Engineer ITIS Wescot Technology Sdn Bhd

July 2010-July 2016

ITIS Wescot Technology Sdn. Bhd was incorporated in the year 1998, with a mission to become a leading IT service provider in Brunei Darussalam. Today the company has grown and is one of the leading companies of integrated technology and business solutions serving customers in Brunei. ITIS Wescot work with implementation partners from around the globe, including suppliers and software professionals from the USA, UK and South East Asia.

Industry Served: Government

#### Achievements

- Learnt to **Operate** a legacy **HP 3000** database system **in 1 month**,
- **Design data extraction methods** to HP 3000 with **free system tools** in 2 weeks, **eliminating** the use of expensive **3<sup>rd</sup> party tools**
- Implemented a **Geospatial Information System** for the Survey Department using ERDAS Apollo
- **Designed Software extensions** for additional functionality to a Police Records Management System.
- Deployed 2 **Stratus Servers** running on Windows 2008 and Red Hat Linux for the Brunei Government

#### Job scope

- Pre-Sales activity such as tender Response, Proposal Preparation and Presentation
- Installation of commercial off the shelf products as well open sourced solution
- Project Management and Implementation
- Hardware Infrastructure Documentation
- Design of hardware infrastructure for projects and solutions.
- Server Hardware Support

## **Project Manager**

**Aug 2009 – Feb 2010**

DGComm Solutions Sdn Bhd (Brunei Darussalam)

DGComm Solutions Sdn Bhd is a company under the ISAT Group, a multi-industry conglomerate strategically-focused and committed to excellence. Established in 2000, the group has achieved significant growth in its various operations, particularly in the Information, Communication and Technology industries. It has played important roles in various government projects and continuously expands in the medical and education sectors.

### **Achievements**

- **Prepared 17 Tender Responses** for various Brunei Government Projects in **6 Months Period**
- **Represented Brunei Darussalam** in the 6<sup>th</sup> China-ASEAN Expo in Nanning China
- **Secured Authorized Dealer Rights** of 4 overseas computer companies in **1 Month**

### **Job scope**

- Project Management
- Office Administration
- Company Pre sales activity
- Tender Response Preparation
- Procurement and Deployment of CCTV, Network cabling projects

## **Project Manager**

**Nov 2008-April 2009**

Kodak (Singapore) Pte Ltd

The history of Kodak can be traced all the way back to 1878 to her founder, Mr George Eastman. Kodak is a global company with a rich photographic history and an exciting digital future.

Kodak's Graphic Communications Group is a unit of Eastman Kodak Company, the world's foremost imaging innovator. The Graphic Communications Group provides commercial printers, packaging printers, publishers, data printers, and enterprises with one of the broadest portfolios of technologies, products, and services in the graphic communications and document capture industries.

Industry Served: Banking and Finance, Insurance, Logistics, Trade Unions, Service Bureau

### **Achievements**

- **Designed a Document Management** workflow for an Insurance Industry Client to speed up their claims processing and storage of hard evidence.
- **Gather information** of on-going project, **recreated missing project documentation** in 1 month
- **Coordinated** a work site shifting project in **less than 2 hours' notice of the customer**
- **Recommended cost saving measure** reducing operation cost by 40%, by reducing on paper usage and printing costs.
- **Identified an operational risk** and **prevented** a change request that could potentially cause **service delays** and operational problems by suggesting a new workaround for the customer.

### **Job scope**

- Project Management
- Project Profit and Lost tabulation for management review
- Billing and Invoicing to customers for the various projects managed.

## **Free Lance Project Manager**

**Aug 2006-Nov 2008**

Industry Served: F&B, Manufacturing, Education, Healthcare, Non Profit Organizations, Construction, Non Profit Organization, Manufacturing, Banking and Finance

### **Achievements**

- Led a **Project Document Management System** project, with the Public Works department of the **Government of Brunei Darussalam**
- Led a **web development project** called "Tender Collection and Submission System" for the **Government of Brunei Darussalam**

- **Closing two over scoped projects** left behind by previous project managers
- Designed **Document Management and Capture Solutions** for Patient Medical Record
- **Leading** a team to **take over, resolve issues** of an **ERP project with no documentations** in 2 weeks
- Successfully **Integrated** a **POS System** with **MS Dynamics GP**
- **Deployed** a Turn Key **ERP/CRM Solution** for a **F&B Client**
- **Managed** an E-Referral **Project** for a local **Healthcare Organization**

#### Job scope

- Project Management
- Leading the Consultants, Developer Team lead to deploy ERP/CRM Systems
- Solution design with the Software Solution Architect.
- Provide information and specification to developers for software development
- Engage in presales activities such as proof of concept
- Overseeing deployment of Information Management Solutions
- 2<sup>nd</sup> Level support for the partners and client

### IT Consultant Experience

**July 2005 – Aug 2006**

Industry Served: Manufacturing, Bio-Science, Education, Financial Services, Building and Construction, Shipping

#### Achievements

- **Led a Software deployment project** to upgrade Symantec Antivirus Server from Version 9 to 10 for 400 clients in 2 hours
- **Designed and Implemented** backup and recovery solution using Veritas Backup Exec 10 and a Network Attached Storage. Decreasing disaster recovery time by 40%.
- **Provided consultancy** to customers regarding the network implementation of their mega retail store in Tampines
- **Recommended** a desktop security solution for a Bio-Science manufacturer cutting decreasing desktop down time by 30%
- **Wrote an antivirus fix tool** to fix a new variant of W32 Spybot virus that attacked a client's computer network
- **Planned** an Active Directory Migration Project

#### Job scope

- Active Directory and Lotus Notes Administration
- Desktop Support for end users, PC inventory management
- Pre Sales activity for customers
- Deployment and Implementation of hardware and software solutions

### IT Engineer Experience

**Feb 2004 – Jun 2005**

Industry Served: Manufacturing

#### Achievements

- **Design and Implemented** a resource booking system on the Exchange 2003 Server, reducing office administration task by 20%
- **Took part in Disaster Recovery** when the Headquarter office caught fire (**Testimonial awarded**)
- **Initiated a project** to set up a staging environment to assist testing of patches and new software Reducing PC downtime by 15%
- **Implemented an Airway Bill** printing solution with DHL vendors to allow various shipping departments **Speeding up** their customer shipping processes **by 30%**

#### Job scope

- Desktop Support
- Administration of Active Directory Administration, AS400 and Movex system
- Vendor Management
- Provide Hardware support for SAP ERP implementation team
- Troubleshooting of manufacturing plant critical system such as Wetblue system, Piravano Color Mixer and Cad Cam.

The SAF warrant officer school provides Tri service training for senior sergeants of the Singapore Arm forces. It conducts courses for Master Sergeants to Warrant Officers for specialist from the various services.

It was awarded the Singapore Quality Class award from Spring Singapore for the quality of work perform by the school.

#### Achievements

- **Course Leader** for the 145<sup>th</sup> Basic Administrative Supervisor Course.
- Promoted to a specialist rank for contribution to the unit
- **Leading the sub-project** with permanent staffs of the school in the people's category of the **Singapore Quality Class. (Testimonial awarded)**
- Taught Microsoft office skills to the unit clerks to increase productivity.
- **Providing Business process reengineering** to simplify course administration.
- Promoted FISH philosophy to the unit clerks to boost the morale of the unit.

#### Job scope

- Coordination of invitation of military guests for all ceremonies and event held by the school
- In charge of personnel administration of 6 different types of Warrant Officer courses held by the school
- In charge of allocation of training resources and the grouping of students.
- In charge of daily administrative needs to the courses.
- Standing in as Chief Clerk when she is away on a course.
- Managing of the Schools Orderly room.

Ref No.: ITISW/IT/L16/011/BT

Date: 11st April 2016

To Whom It May Concern,

**TESTIMONIAL FOR MR TAN WEE BIN, BENJAMIN**

That I, Mr Shahreender Singh , IC number 50-943480, is the General Manager of ITIS WESCOT TECHNOLOGY SDN BHD with the business certificate No. AGO/RC/5781 issued by Registrar Of Company on Attorney General Chambers at Brunei Darussalam , WITH head office located at

SPG 34, LOT 19996, BLK C, NO 3, 2<sup>ND</sup> FLOOR  
TAMAN ALAM BLDG, JLN TELANAI, KG BERIBI  
GADONG BE 1118, BRUNEI DARUSSALAM

This letter serves to confirm that, Mr Tan Wee Bin, Passport number E5839865K issued on 05 Feb 2016 by Ministry Of Home Affairs In Singapore. Having his address at

Blk 516 Jelapang Road,  
#04-253 Singapore 670516


has been working for ITIS WESCOT TECHNOLOGY SDN BHD as Project Management Director From July - 2010 to July - 2016.

During the period, Mr Tan Wee Bin's major responsibility were studying, developing and contacting with company's client. We can always rely on Mr Tan Wee Bin to implement all most of difficult projects which required high responsibility, carefulness and knowledge as well as experiences. Mr. Tan Wee Bin is always assigned to be the leader of projects.

Mr Tan Wee Bin appears to be an outstanding staff member within our company with his intelligence, reliability, hardworking, trouble shooting capacity and especially his professional ability and good performance.

Should you have any question or need any further information regarding Mr Tan Wee Bin, please do not hesitate to contact our office.

Yours faithfully,

  
SHAHREENDER SINGH  
GENERAL MANAGER



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Email: itiswescot@brunet.bn Website: <http://www.wescot-bru.com>





30 June 2005

Benjamin Tan  
S8112835I

**TO WHOM IT MAY CONCERN**

This serves to certify that Benjamin joined HTL Manufacturing Pte Ltd as IT Engineer on 1 June 2004. He is leaving our employment with effect from 30 June 2005 on his own accord.

During his period of service with the company, Benjamin had contributed but not limited, to the following projects.

- Resources Booking System – where employee is able to book company resources on line, this was launched on 27 June 2005
- Desktop Management – enhance IT management services via central managed control system
- Drafted various Standard Operating Procedure for IT department, in particular, Work Group documentation, IT Process flow.

I have found Benjamin to be a hardworking, responsible and dependable person. He is meticulous in his work and helpful to his colleagues. Despite having his personal commitment to leave after serving full notice in May 2005, he stayed to assist in the purchase and installation of desktop as well as cabling work when one of our offices caught fire. This unselfish act and dedication deserves admiration.

With his skills, experience and pleasant personality, he will be an asset to his future company. I have no hesitation in recommending Benjamin to any company.

Yours sincerely,

Charles CHIA  
Assistant Manager, IT

  
Avelyn TAN  
Group Manager, HR

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Co. Reg. No. 199202847C



## SAF WARRANT OFFICER SCHOOL

AFPN 1407, 119, Pasir Laba Road, #03-17, SINGAPORE 637772  
Tel: 67945330 Fax: 67945334



22 March 2004

### TESTIMONIAL OF 3SG TAN WEE BIN S8112835I

1. 3SG TAN WEE BIN, NRIC No. S8112835I has completed his full-time National Service on 27 Dec 2003. At the SAF Warrant Officer School, 3SG Tan was an Administrative Supervisor Assistant by vocation and was involved in the Course Administration Supervisor (CAS), which was his last appointment.
2. As a CAS, he assisted the Administrative Officer (AO) to manage the course in and out processing for the six type of courses conducted by SAFWOS. He consistently prepared the Course Joining Instructions three months prior to the course. He also coordinated the course reporting before the course commences in the area of allocating syndicates and facilities. He also assisted the AO in sending out invitations to Guests for all ceremonies. His excellent performance and discipline won the trust of the AO and was entrusted with the responsibility of covering the duties of the Chief Clerk in her absence.
3. 3SG Tan was a co-operative and helpful leader. He easily influenced his peers to work cohesively. His contribution in the Singapore Quality Class (SQC) in the People category reflected well of his leadership qualities and innovative ideas. He was able to motivate his team to work together and take the lead when required.
4. At all times, he displayed a positive attitude and conduct. His exemplary leadership was an inspiration for other Specialists to follow. He is resourceful and is always willing to take on additional responsibilities with little supervision.
5. 3SG Tan is a fine young man and is always keen to upgrade himself academically. He displayed the potential to shoulder heavy responsibilities and would be an asset to any organisation.

LTC CHONG KWEK KEE  
COMMANDING OFFICER  
SAF WARRANT OFFICER SCHOOL