

**KRIDENTIA GROUP OF COMPANIES**

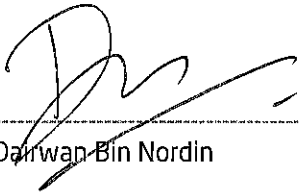
Staff Name	Mohd Loqmanuhakim Bin Kheirel Anuar
Staff ID	PRTG28
Position Title:	Warehouse Administrator (Protege)
Department:	Program Management
Company:	Kridentia Tech Sdn Bhd
Designation/Job Grade:	Executive
Job Category:	Administrative
Reporting Superior:	Mohd Nor Affandi Bin Mertadza
Location:	Location 1: BIOFIS Warehouse, The Place (Cyberjaya) – Ground Floor Location 2: Kridentia Tech Logistic Office, CBD2 (Cyberjaya) GF & LVL 1
Job Summary (Purpose of Job)	Responsibilities include Warehouse and Logistic Management, supporting all supply chain procedures, from coordinating deliveries to managing shipping documentation and goods inventory
Job Description	<ol style="list-style-type: none"> <li>1) Warehouse and Logistic Management <ul style="list-style-type: none"> <li>• Plan shipments based on product availability and customer requests</li> <li>• Coordinate the supply chain procedures to maximize quality of delivery</li> <li>• Prepare shipping documents (like packing list, "senarai semak", delivery order, proforma invoice, invoices, goods declaration to customs)</li> <li>• Schedule arrangement with company dispatcher/runner</li> <li>• Track orders to ensure timely deliveries and acquiring sign-off</li> <li>• Provide information to customers about the status of their orders</li> <li>• Oversee the suitable packaging material needed, including Consignment Note, and place order as needed</li> </ul> </li> <li>2) Inventory Management <ul style="list-style-type: none"> <li>• Record, track, filling incoming and outgoing inventory</li> <li>• Oversee the levels of company warehouse stock and place orders as needed</li> <li>• Maintain updated and accurate records of orders, suppliers, and customers</li> </ul> </li> <li>3) Stock Take and Inventory Audit with Finance Department and external auditor <ul style="list-style-type: none"> <li>• Quarterly stock take</li> <li>• Half-yearly internal audit</li> </ul> </li> <li>4) Acceptance &amp; delivery of goods (New or RMA) <ul style="list-style-type: none"> <li>• QC, condition check, staging, and storing according to SOP</li> <li>• Update relevant documents for ERP entry to Logistic/Finance</li> </ul> </li> <li>5) Cross-departmental collaboration (Includes and is not limited to Product Assembly, Delivery, Repairs, FE, Projects and/or Helpdesk)</li> <li>6) Workplace safety and security, 5S is implemented <ul style="list-style-type: none"> <li>• Responsible for ensuring the working environment is safe from hazards and not allowing unauthorized personnel to enter the working space without permission from the supervisor/HOD</li> </ul> </li> <li>7) Other tasks related to the division's key responsibility included product assembly, staging process and are subject to change when required</li> </ol>
Additional Requirements	1) To familiarize the ERP system process and the goods whereabouts

	<ol style="list-style-type: none"><li>2) To adhere to the operation working hours to avoid service interruption to the supply chain procedures</li><li>3) Must be able to meet the physical requirements of the job which include, moving, manoeuvring, lifting heavy equipment with appropriate tools, and working in confined spaces</li><li>4) Able to adapt in critical situations, executing critical thinking and problem solving</li><li>5) Ability to work independently without much supervision</li><li>6) Self-development and improvement</li></ol>
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The above Job Description and Scope of Duties are essential for the position and not exclusive. The Management reserves the right to amend, alter, modify, add or delete the scope as and when deemed fit to suit the Company's business operations.

The position holder must perform and execute any given duties from time to time. Any grievances and/or ambiguity shall be referred to Chief Executive Officer for final deliberation.

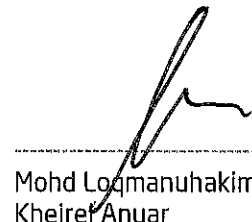
Verified by:



Darwan Bin Nordin

Date: 13-May-2024

Accepted by:



Mohd Logmanuhakim Bin  
Kheirel Anuar

Date: 13-May-2024