

MOHD HAIDIR HASANI BIN OTHMAN

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SELANGOR DARUL EHSAN

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Resume Summary

Current Position : Operation Manager in Nolato EMC Production Center Sdn Bhd
(June 2011 - Present)
Current Specialization : Manufacturing Operation
Highest Education : Bachelor's Degree in Economics (Business Administration)
Years of Experiences : 17
Expected Salary : MYR 7,000.00

Employment History

1. NOLATO EMC PRODUCTION CENTER SDN BHD

June 2011 - Present

Position Title (Level) : Operation Manager
Specialization : Silicon Injection Manufacturing Operation
Role : Manufacturing Operation
Industry : Silicon Injection Manufacturing
Monthly Salary : MYR 5,500.00
Work Description : **Human Resource and Staff Training & Development**

- Ensure all recruitment and employment is carried out in accordance to company procedure and in compliance with current employment law
- Establish goals and objectives for self and team and implement accordingly to help support / improve job performance (experience, ability, competence)
- Be aware of and promote manufacturing best practice and performance standards.
- Develop and monitor performance standards.
- Identify individual training needs.
- Implement, monitor and review training and development plans.

Production

- **Monitor and manage production KPI's**
 - Achieve the company's on time delivery target of 95%
 - Control all associated operational and manufacturing costs according to the prevailing annual budget forecast.
- **Developing a high performance workforce**
 - Set and delegate company performance standards and ideology (on time delivery, quality, lean manufacturing, continuous improvement, housekeeping & work ethic).
 - Operational Excellence
 - Right first time
 - High productivity

- High efficiency
- High effectiveness
- Minimise Waste / Maximise value add
- **Contract Review / Capacity Planning**
 - Manage production departments to have sufficient time to manufacture and deliver on time according to the customer's request.
- **Planning & Scheduling of Workload**
 - Manage customer order / schedule requirements.
 - Pre-plan production and deploy a daily prioritised work schedule to the production floor with appropriate time deadline targets.
 - Set, monitor & review work load schedule
- **Production Control**
 - Monitor & review production progress against deadline targets to ensure on time delivery
 - Manage & monitor the production schedule as required and communicate any change to delivery date with the customer accordingly
 - Monitor & review manufacturing operations to ensure correct quality standards
 - Manage all production related activity is time and cost efficient effective
 - Manage all plant and equipment is maintained & repaired

Purchasing & Inventory Management

- **Purchasing**
 - Sourcing, negotiating and managing the purchase of all materials and services for production.
- **Inventory Management**
 - Organising, planning and co-ordinating all inventory management activities
 - Manage both goods inward and distribution departments are well organised and adequately resourced to sufficiently support production and the goals of the business.
 - Manage incoming product is processes appropriately according to company procedure.
 - Manage readiness of materials and availability for production as and when required.
 - Manage any materials that are late or holding up production for whatever reason are chased and followed up until received.
 - Manage sub contract processes are received back and that suppliers are chased if late.
 - Manage finished product is well packaged, labelled and delivered according to the agreed delivery date.
 - Ensure materials are ready and available for production as and when required.

ISO

- Responsible as DMR (Deputy Management Representative) to assist the MR ISO team.
- Ensure the ISO team to achieve ISO9001:2008 and ISO14000:2004 certification.
- Ensure the ISO team to sustaining the ISO9001:2008 and ISO14001:2004

2. PRYMAX SDN. BHD.

Oct 2010 - June 2011

Position Title : Operation & Sales Manager
(Level)

Specialization : IT Operation and Sales

Role : Operation and Sales

Industry : IT Trading

Monthly Salary : RM 4,700.00

Work Description : **Sales & Marketing**

- Determines annual unit and gross-profit plans by implementing marketing strategies; analyzing trends and results.
- Establishes sales objectives by forecasting and developing annual sales quotas for regions and territories; projecting expected sales volume and profit for existing and new products.
- Implements national sales programs by developing field sales action plans.
- Maintains sales volume, product mix, and selling price by keeping current with supply and demand, changing trends, economic indicators, and competitors.
- Establishes and adjusts selling prices by monitoring costs, competition, and supply and demand.
- Completes national sales operational requirements by scheduling and assigning employees; following up on work results.
- Maintains national sales staff by recruiting, selecting, orienting, and training employees.
- Maintains national sales staff job results by counseling and disciplining employees; planning, monitoring, and appraising job results.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Contributes to team effort by accomplishing related results as needed.

Operations

- Reporting to the Managing Director, responsible to help to achieve the company's sales turnover, on time delivery and profit targets.
- Oversees the daily sales and operations of the company
- Ensuring that the company has the necessary manpower, competence, skill and knowledge required in order to achieve production targets
- Help exceed company sales and operations goals
- Responsible for profit and loss in all aspects of the company business
- Develop budgets for company overall expenses
- Hire train and evaluate core teams in the business
- Oversee the company procedures and policies
- Set and maintain productivity and quality standards for teams in the company
- Distribute daily workloads to the teams in order to accomplished company target
- Work with sales teams to determine pricing
- Ensure customer excellence and delivery of the quality products
- Work with Purchasing, Accounts Payable and Finance departments for overall company process
- Manage and maintain proactive, dynamic and effective communication with vendors and customers at all times.

3. HAZORICH (M) SDN BHD

Mar 2003 - Oct 2010

Position Title : Operations Manager
(Level)

Specialization : Manufacturing Operation

Role : Manufacturing Operation

Industry : Cigarette Manufacturing

Monthly Salary : MYR 4,500.00

Work Description : **Profitability of Company**

- To control expenses of in ensuring good company net profit ratio as per declared budgetary
- To maintain optimum holding stock & improve of cash flow liquidity by strictly controlling the raw material purchasing activity
- To report out monthly status of profitability to the board of directors

Administration & Human Resources Management

- To execute administration & human resources policies
- To strategize & propose to the top management on succession plan within the organization
- To liaise with related government bodies such as LTN, MITI, MIDA, KDRM, Local Authorities, SSM

Account & Finance Management

- To oversee the receivable account is up-to-date and to make certain on-time collection
- To manage a healthy payable account in order to maintain fit rolling-ability

Production Floor Operation & Management

- To manage the overall plant 5S+Safety condition
- To monitor raw material adequacy to support the production planning volume
- To oversee the output of all production lines; best possible running condition to meet the targeted volume
- To ensure products delivery is made timely to the schedule.
- Responsible to control contract transporters

Machine Problem Solving

- To assist & advise Engineering Department in machine problem/breakdown troubleshooting activity (electrical control & power, mechanical)

New Product Development

- To do new product development base on market research and customer behaviour

4. MARA EDUCATION FOUNDATION

Feb 2002 - Mar 2003

Position Title : Administration Assistant Manager
(Level)

Specialization : Administration

Role : Educational Admin

Industry : Education Foundation

Monthly Salary : MYR 3,800.00

Work Description : **Administration & Human Resources Management**

- To execute and manage administration and human resources policies
- Maintains administrative staff by recruiting, selecting, orienting, and training employees; maintaining a safe and secure work environment; developing personal growth opportunities.
- Accomplishes staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures.
- Maintains continuity among corporate, division, and local work teams by documenting and communicating actions, irregularities, and continuing needs.
- Completes special projects by organizing and coordinating information and requirements; planning, arranging, and meeting schedules; monitoring results.
- Provides historical reference by developing and utilizing filing and retrieval systems.
- Improves program and service quality by devising new applications; updating procedures; evaluating system results with users.
- Maintains professional and technical knowledge by attending educational workshops; benchmarking professional standards; reviewing professional publications; establishing personal networks.
- Contributes to team effort by accomplishing related results as needed.

Student Welfare Management

- To ensure students welfare in Japan as well as in Malaysia is taken care off
- To liaise with related Japan Government bodies and universities in order smooth placement for students
- To liaise with Asia Seeds for student documentation and student arrangement

Procurement and Tenders

- To manage and execute overall procurement and tendering process strictly follow procedures
- Provides supplies by identifying needs for reception, switchboard, mailroom, and kitchen; establishing policies, procedures, and work schedules.
- Provides facilities by identifying needs; evaluating options; maintaining equipment; approving invoices.
- Purchases printed materials and forms by obtaining requirements; negotiating price, quality, and delivery; approving invoices.
- Achieves financial objectives by anticipating requirements; submitting information for budget preparation; scheduling expenditures; monitoring costs; analyzing variances.

5. CANON OPTO (M) SDN. BHD.

Feb 1997 - Feb 2002

Position Title : Staff Development Senior Executive
(Level)
Specialization : Job Relation And Soldering Technic Staff Training
Role : Trainer
Industry : Camera Manufacturing
Monthly Salary : MYR 3,000.00

Work Description : **Canon Soldering Technique**

- To conduct training related personnel the right technique in soldering in order to reduce rejects due to poor soldering process
- Skill level, knowledge of PCB hand soldering, rework and repair.
- Good technical aptitude with respect to soldering operation, troubleshooting, diagnosis and maintenance.

Assembly Improvement

- To assist production lines in improving related KPIs (product yield, machine efficiency etc) by using Industrial Engineering & L and C approach

Technology Transfer

- To gather information on new technology available within industries to further improve existing manufacturing capability & quality level
- To manage and execute training for new product technology transfer been carry out accordingly

Training Plan

- To study, propose & manage company-wide training plan within the given budgetary
- Contributes to team effort by accomplishing related results as needed.
- Designs soldering training manuals by identifying and describing information needs; using desktop publishing; submitting initial versions for review; revising and editing final copy.

6. OHKAWA MOULD DESIGN AND ENGINEERING SDN BHD

May 1996 - Feb 1997

Position Title : Marketing Executive
(Level)

Specialization : Marketing

Role : Marketing

Industry : Plastic Injection Moulding

Monthly Salary : MYR 2,000.00

Work Description : **Market Research and Sales**

- To do research on product preference by customer
- To promote company services to existing and new customer
- To report out monthly status of profitability to the board of directors
- Identify new market opportunities & maintaining relationship with existing customers and developing new business with potential customers.
- To ensure customer enquiries and complaints area handled promptly efficiently
- Closely liaise with related departments to ensure timely deliveries as per customer's requirements
- To carry out market research and customer surveys to assess demand, brand positioning and awareness.

Delivery Control

- To ensure products delivery is made timely to the schedule plan

Educational Background

Bachelor's Degree of Economics

Graduation Date: Mar 1996

Major: Business Management

Institution/College: Oita University, Oita, Japan

Certification (Year):

1. Chemical & Industrial Waste Management, Legal & Other Requirements (2013)
2. Understanding of ISO 9001:2008 and ISO 14001:2004 (2012)
3. Program Bengkel Pra-Perniagaan (2003)
4. C.O.M 2002 Soldering (2002)
5. C.O.M 2001 Soldering (2001)
6. Occupational Safety & Health Management (2001)
7. Committee, C.O.M Soldering Organizing Committee (2000)
8. Quality Control Basic Course (1999)
9. TWI-JR Course (1998)
10. TWI-JR Course (1997)
11. Soldering Technique Trainer Certificate (1997)
12. Bendahari Rumah Panglima, Sek. Men. Sains Selangor (1988)
13. Pelajar Terbaik Penilaian Darjah 5 (1983)

Skills (Proficiency:

Advanced - Highly experienced;

Intermediate - Familiar with all the basic functionalities;

Beginner - Just started using or learning the skill)

Proficiency	Skill (Years of Experience)
Advanced	Good Communication Skill (>5) Soldering Technique Trainer (>5) Job Relation Trainer (TWI-JR) (>5) ISO 9001 and ISO 14001 (>5)
Intermediate	MS Excel (5) MS Power Point (5) Adobe Illustrator CS2 (5) MS Word (5) Adobe Photoshop (4) Plastic Injection Moulding (3) Conductive Silicone Moulding (3)
Beginner	Auto CAD (2)

Languages (Proficiency: Best=10 - Worst=1)

Language	Spoken	Written
Bahasa Malaysia	10	10
English	10	10
Japanese	10	10

Personal Particulars & Preferences

Date of Birth: 03 Jan 1972
Nationality: Malaysia
Gender: Male
Possess Own Transport: Yes
Expected Monthly Salary: MYR 7,000.00
Availability: After 1 month notice

Additional Info

CAREER OBJECTIVE:

To seek an occupation that could provide challenges & chances for self-improvement in an expanding and competitive organization.

To utilize own skills and knowledge at the workplace.

PERSONAL STRENGTH

Analytical & Methodical

Polite but reserved, logical, fact and task-oriented
Focus is on precision and perfection
Other strengths include determination, meticulousness, watchfulness and a systematic approach

Amiable & Good-natured

Devoted, consistent, dependable and hardworking
Cooperative, team player and easy to get along with
Trustful, sensitive and a good listener
Enjoys company, performs best in a stable environment
Often has a stabilizing effect on others

Expressive & Communicative

Verbally proficient personality; engaging, accommodating, supportive of others, persuasive and socially adept
Always ready for something new and exciting; especially if the gang is ready to participate
Additional strengths include enthusiasm, diplomatic skills, and the ability to inspire others

References

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