

Mohamed Hafiz Bin Mohamed Zi
No. 45, Jalan Merak 1,
Taman Scientex,
81700 Pasir Gudang, Johor.

To Whom It May Concern.

1 March 2014

Dear Sir,

RE : APPLICATION FOR ANY ENGINEER POSITION AT YOUR ORGANIZATION.

With reference to the above, I have great pleasure in submitting this application letter to your organization to asking about any available position that suitable with my qualification and experiences.

For your information, I am graduated from Universiti Teknologi Malaysia (UTM) Skudai, Johor in Bachelor of Mechanical Engineering (Pure) and having experiences in Purchasing/Procurement field for a few years. My Curriculum Vitae (CV) enclosed contains additional information on my experiences and skills.

However, I would like to involve in Engineering field which is more related to my educational qualification in Mechanical Engineering.

Therefore, I would appreciate the opportunity to discuss with you and to provide further information about this application. I can be reached anytime via my mobile, 017-723 9870.

I look forward to hearing from you in near future about this application at your convenience.

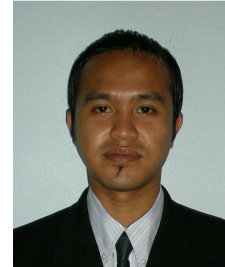
Sincerely,

Mohamed Hafiz Bin Mohamed Zi
017-723 9870

CURRICULUM VITAE

PERSONAL PARTICULARS

Full Name : Mohamed Hafiz Bin Mohamed Zi
Address : No. 45, Jalan Merak 1, Taman Scientex,
81700 Pasir Gudang, Johor, Malaysia
Telephone No : 017-723 9870 (H/P)
Email Address : mat_zerky@yahoo.com.my
Date of Birth : 6th February 1984
Age : 30 Years Old
Gender : Male
Marital Status : Married



EDUCATION BACKGROUND

2003 – 2008 : Bachelor of Mechanical Engineering (Pure)
Universiti Teknologi Malaysia, Skudai, Johor, Malaysia

2002 – 2003 : Matriculation (Physical Science)
Pusat Matrikulasi Kolej Negeri, Seremban, Negeri Sembilan, Malaysia

2000 – 2001 : Sijil Pelajaran Malaysia (SPM)
Sekolah Menengah Sultan Abdul Halim, Jitra, Kedah, Malaysia

1997 – 1999 : Penilaian Menengah Rendah (PMR)
Sekolah Menengah Sultan Abdul Halim, Jitra, Kedah, Malaysia

WORK EXPERIENCES

Working Period : May 2012 – Jul 2013
Company : Lam Soon Edible Oils Sdn Bhd
Position : Purchasing Executive
Reporting to : Manager - Purchasing
Scope of Work : Purchasing Executive (Engineering Part)

- Convert Purchase Requisition (PR) to Purchase Order (PO)
- Leading negotiation for best prices and lead time as per user requested
- Ensure timely delivery to the plant
- Liase with end user for any quality or delivery issues
- Manage surplus item (scraps) by conducting monthly quotation from scrap buyer
- Be a member of Halal Committee

Working Period : Nov 2011 – May 2012
Company : FMC Wellhead Equipment Sdn. Bhd.
Position : Buyer - Fabrication
Reporting to : Manager - Procurement
Scope of Work : Buyer (Fabrication)

- Convert Purchase Requisition (PR) to Purchase Order (PO) for fabrication works
- Conduct Request for Quotation (RFQ) and comparison on quotes received
- Liase and negotiate for best prices and lead time
- Ensure timely delivery
- Liase with QA for quality issues
- Liase with Engineering and Project Team on scope of work.
- Conduct meeting with supplier for any related issues

Working Period : Dec 2008 – Oct 2011
 Company : Sime Darby Engineering Sdn Bhd
 Position : Engineer - Procurement
 Reporting to : Assistant Manager - Procurement
 Scope of Work : Buyer (Mechanical and Safety Equipment)

- Responsible to obtain the highest quality product / service at the lowest possible cost and time (mechanical equipment).
- Responsible to send out ITB (Invitation To Bid) or RFQ (Request For Quotation) for local & international sourcing.
- Responsible to evaluate suppliers / contractors based on price, quality, support service, availability and reliability of the materials and services.
- Responsible for tabulation of Commercial Bidding Analysis, prepare contracts agreements and tender evaluation report.
- Send technical tender quotation received to the relevant department for TBE (Technical Bid Evaluation).
- Conduct Tender Review Committee meeting and write the minutes of meeting if so required for tender packages.
- Conduct technical clarification / negotiation meeting with suppliers / contractors and prepare the letter of intent (LOI) or purchase order and contracts agreements.
- Participate in the kick off meeting with selected vendor organized by expeditor.
- Proper hand over all relevant purchase contract documents, specification, minute of meeting to expeditor and source inspection coordinator for subsequent expediting and source inspection activities.

PROJECT INVOLVEMENT

Buying

Involve actively in purchasing of project material for mechanical equipment.

Project involvements for this purchase material are:

- i. B-193 Process Platform Project for Oil and Natural Gas Corporation (ONGC), India
- ii. B-193 5 Wellhead Platforms Project for Oil and Natural Gas Corporation (ONGC), India
- iii. F23 VLAP Compression Module for Sarawak Shell Berhad, Malaysia
- iv. Kumang Cluster Development Project (Phase 1) for Petronas Carigali Sdn Bhd, Malaysia
- v. Tangga Barat Cluster Development Project (Phase 1) for Petronas Carigali Sdn Bhd, Malaysia
- vi. Package 16 Al Shaheen Block 5 FDP - BE Process And BG Utility Platform and Bridges for Maersk Oil Qatar, Qatar
- vii. Bunga Orkid-A Centre Processing Platform for Talisman Energy (M) Limited

OTHERS

Prof. Certificate : Negotiation for Profit & Fundamentals of Procurement (organized by PMMS Asia Pacific International Pty Ltd)

Relevant Skills : Computer Literate

- SAP System
- Microsoft Outlook
- Microsoft Word
- Microsoft Excel
- Microsoft Power Point
- Lotus Notes
- And etc.

REFERENCES

Chew Mun Sing
 Manager - Purchasing
 Lam Soon Edible Oils Sdn Bhd
 P.O. Box 10, Jalan Timah,
 81700 Pasir Gudang, Johor
 Tel No : 012-7021 288 (H/P)

Nurul Ain Abdullah
 Assistant Manager - Procurement
 Sime Darby Engineering Sdn. Bhd.
 PLO 336, Jalan Suasana, P.O. Box 55
 81707 Pasir Gudang, Johor
 Tel No : 012-796 6765 (H/P)