

## **IRWANA BINTI ABD MALEK**

### **Address**

No 11940, Jalan Merpati 8,  
Bandar Putra,  
81000 Kulai,  
Johor Darul Takzim  
Tel : +6019-7177713  
Email : ier\_76@yahoo.com



### **Career Objective**

To acquire a challenging position in an environment where I can utilize my working experience, skill and education for the company development.

### **Personal Particulars**

IC Number : 760518-08-5929/A3316393  
Age : 37 years old  
Date /Place of Birth : 19 03 76/ Malacca  
Nationality : Malaysian  
Religion : Islam  
Hobbies : Travelling and Reading  
Language Spoken /Written: English and Bahasa Melayu

### **Education**

*Universiti Teknologi Malaysia,*  
Skudai, Johor Bahru  
Bachelor in Technology Management

*April 1999*

*Universiti Teknologi Malaysia,*  
Skudai, Johor Bahru  
Master in Science (Human Resource Development)

*September 2010*

### **Work Experiences**

- **TDK Lambda (M) Sdn Bhd ( Planning Manager)** *July 2011 – October 2013*
- **TDK Lambda (M) Sdn Bhd (Assistant Planning Manager )** *April 2010 –June 2011*

#### **Jobs Description:**

#### **Production Control:**

- Monitor and coordinate with planner in preparing of production schedule .
- Monitor and coordinate with planner for materials expediting from purchaser & planned the production loading to comply with customer requirement.
- Monitor on the month end activities for Planning Department
- Responsible for year and monthly capacity planning
- Raise red flag or concern to management
- Manage and monitor daily and monthly production output and sales target and achievement
- Improve and establish internal and external communication
- Monitor business trend and changes
- Develop and improving existing BAAN system to link with lean management and to fulfill customer requirement.
- Practice and implement in accordance to the requirement of ISO9001 and ISO14001
- Monitor sectional performance.

#### **Ordering/New Project Development/Customer Service**

- Responsible to supervise the orders processing
- Manage and monitor overall planning, material and sub contractor functions.
- Coordinator on new project/system development for Planning Department.
- Improve planning activities to meet current business trend.

- Responsible and monitor direct communication and enquiry from customer.
- Managing the utilization of a BAAN ERP system and SC Plan system for ordering process and customer enquiries activities.
- Monitor and analysis orders and forecast trend for each customer and create buffer stock projection to fulfill customer needed.
- Monitor Finish Good Inventory for each customer.

#### **Sub-contractor section**

- Control deterioration and obsolescence of inventory at sub con location.
- Yearly review and renew contract agreement and coordinate with related department.
- Responsible for daily Production Control, Output and material control.
- Responsible for monthly capacity requirement planning and orders trends.
- Responsible for material arrangement to meet production planning and customer requirement.
- Responsible and monitor finish goods delivery and commitment.

- **TDK Lambda (M) Sdn Bhd (Principle Executive)** Sept 2009 – March 2010
- **Nemic Lambda (M) Sdn Bhd (Senior Executive)** July 2004 – August 2009

#### **Jobs Description:**

- Monitor and coordinate with planner in preparing of production schedule .
- Monitor and coordinate with planner for materials expediting from purchaser & planned the production loading to comply with customer requirement
- Monitor on the month end activities for Planning Department
- Responsible for year and monthly capacity planning
- Raise red flag or concern to management
- Manage and monitor daily and monthly production output and sales target and achievement
- Improve and establish internal and external communication
- Monitor business trend and changes
- Expedite xmer requirement from supplier to meet production demand and requirement.
- Deal with supplier on weekly and monthly forecast.
- Provide material 6 month projection to supplier for material and capacity plan.
- Meeting with supplier on increase or decrease demand.
- Practice and implement in accordance to the requirement of ISO9001 and ISO14001
- Monitor sectional performance.

- **Nemic Lambda (M) Sdn Bhd (Planner cumm Customer Service)** July 1999 – June 2004

#### **Jobs Description:**

- Prepare production weekly and monthly production schedule
- Expedite materials from purchaser & planned the production loading to comply with customer requirement
- Prepare weekly material requirement schedule to purchasing to comply with production schedule.
- Response to customer enquiry
- Process customer Purchase Order into system.
- Prepare Finish Good Delivery Schedule to customer for all outstanding PO.
- Coordinate with others planner for Finish Good status and provide to customer for review.
- Input forecast demand and safety stock level into system.

#### **Extra curricular Activities**

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1997

- Secretary Career Fair '97
- Exco Member for the Malaysian Entrepreneur and Young Technocrat Delegation to Riau, Indonesia
- Manager of Football Team for Inter College Sport
- Secretary Inter College Sports Meet

1996

- Head Of Program And Officiate Unit for Career Fair 96

- Executive of Director Career Unit for Career and Counselling Club
- Exco Member for Women Health Day
- Secretary Business Management Conference 96

1995

- Head of Food & Beverage Unit for Career Fair 95
- Exco Member for UTM Open Day
- Executive of Director Career Unit for Career and Counselling Club
- Counselor Peers for Counselling Unit

1994

- Exco Member for UTM Open Day
- Counselor Peers for Counselling Unit

## **Computer Skills**

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- Microsoft software and other Windows 98' based applications (Microsoft word, excel, power point)
- Microsoft Internet And Visual Basic. MRP, Baan ERP 5 version B & SC Plan.

## **Strength**

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- Have initiative, curiosity; am creative and analytical
- Enthusiastic, engaging and persuasive
- Strong communication / public speaking skills-fluent in English & Bahasa Malaysia
- Professional demeanour & highly motivated

## **Certificate Training**

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- October 2004                      Cost Control For Production Management
- April 2005                        How To Handle People With Tact & Skill
- February 2006                  Investigating, Handling & Managing Customer Complaints Effectively

## **Current and Expected Salary**

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Current Salary : RM10,500

Expected Salary : RM10,000 (negotiable)

## **References**

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1. Name : John Laing Apoi  
Telephone No. : 07- 599- 3901 ext 801  
Position : Senior Manager  
Company : TDK Lambda (M) Sdn.Bhd.  
Relationship : Superior
2. Name : Dr Roziana bt Shaari  
Telephone No. : 07- 550- 2492  
Email : rozianas@utm..my  
Position : Lecturer  
Company : UTM Skudai  
Relationship : Research Supervisor
3. Name : Prof Madya Dr Nik Hasnaa binti Mahmood  
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Position : Lecturer  
Company : UTM KL  
Relationship : Lecturer During Master Study