

Dear Sir,

I submit herewith my resume for your consideration for the position of Operation Manager/General Manager.

I have extensive manufacturing management experience aided with excellent presentation skills both oral and written, developed through 24 years of working exposure in the industry. As an SMT/PCBA/BOX BUILD/TESTING/PACKAGING in the telecommunication products as an Manufacturing Manager in the EMS / SEMI-CONDUCTOR manufacturing environment , I am responsible for the operations function of the entire factory that required accountability, accuracy and dependability to communicate and inspire people of all levels effectively and efficiently.

In short, in a fast pace and growing environment, I am confident that I would excel beyond required expectations at your esteemed establishment.

My enclosed resume will bear testimony to my strong management background and I am confident that I could make significant contribution to your organization.

I look forward to the privilege of meeting you and discussing ways to enhance your already esteemed establishment in much more detail at your earliest convenience.

Thank you.

Yours Sincerely,

Matthew Tan.

(016-4108887)

DATE : 11th April 2014
RECRUITMENT CONSULTANT : Jason Ng

| | |
|--------------------------|------------------------------------|
| JOB ORDER TITLE : | Head of Engineering (Dyson) |
| CANDIDATE NAME: | Tan, Say Hock (Matthew) |

OVERVIEW OF CANDIDATE PROFILE

Nationality / Race Malaysian (Malacca)/Chinese
Age /Gender 45/Male
Highest Qualification Degree in Business Management (C&G – UK)- 2009

Relevant Competencies/Experience :

- Total of **25 years** of manufacturing experience, of which **10 years in Manager and Senior Manager roles in Electrical and Electronics environments.**
- Currently working at the **Plant Operation Manager in MFS Technology in Malacca**, overseeing the function of **1000 headcounts**, taking care of **production/engineering (M.E.,P.E.,NPI) & planning department.**
- He is responsible for the **overall outcome of productivity, quality, delivery time, shipments, yield, work order closure, 6s, scrap rate, first article run and the overall housekeeping** of the entire area.
- Responsible for **leading and improving productivity and engineering** capabilities on **production tooling, Equipment, NPI, cycletime, failures analysis** as well as providing CMs support.
- He is also the person responsible for **ensuring production workforce is well trained** and optimize allocation of manpower for optimum productivity, who is also in charge of the **P&L.**
- Achievement: **Achieved sales revenue monthly is SGD 10million.**
- Experienced in **ISO 9000-9002, TS16949, OHSAS18001, ISO14001, Lean Management, SPC & SIX SIGMA, 5S Improvement projects, PCB Assembly, 7QC TOOLS,TQM & TPM.**

Reason for leaving: Has always wanted to explore Singapore, thus finds it a good opportunity when we approached him.

Current Salary Package :

- Current Monthly Salary : Myr 15k + housing 1500 +petrol 500 + hp 250) + AWS + VB 2 mths + profit sharing 1 mth
- Expected Salary : SGD 10k (Open to discussion)

Notice Period : 1 mth

Experience:**Manufacturing and Operation Manager**

Years of Experience : 25 years of SMT experience in EMS and MNC Environment
Current / Last Company.MFS Technology Sdn. Bhd.

Position: Plant Operation Manager

Skill Set focus: Electronic/Electrical, SMT/PCBA/TEST ASSEMBLY, Project Management, Inter-Personal Skills, ISO 13485, 9000-9002, TS16949, OHSAS18001, ISO14001, Lean Management, SPC & SIX SIGMA, 5S Improvement projects, PCB Assembly, 7QC TOOLS,TQM & TPM

Highest Education: Bachelor's Degree of Business Management

Communication Skill: Proficient in Malay, English and Mandarin

Reason for moving on :Looking for a better prospect, environment and career advancement in life

Summary of my overall job function and responsibilities.

I am overall in charge of a manufacturing plant consist of many manufacturing lines producing telecommunication products such as walkie talkie, charger boards and etc. I am taking care of production/engineering (M.E.,P.E.,NPI) & planning department. I am overall responsible for the outcome of productivity, quality, delivery time, shipments, yield, work order closure, 6s, scrap rate, first article run and the overall housekeeping of the entire area. I am the driver for this plant.

Employment History

| | |
|-----------------------|---|
| Company Name | : MFS Technology (M) Sdn. Bhd. Reporting to COO. |
| Position Title | : Plant Manager |
| Specialization | : Manufacturing/Production Operations |
| Industry | : Electrical and Electronics |
| Duration | : July 2013- Present |

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Company Name : QDOS Flexcircuit (M) Technology SDN.BHD.
Position Title : Operations Manager
Position Level : Operation Manager
Specialization : Manufacturing/Production Operations
Industry : Electrical and Electronics
Duration : Jan 2011 – June 2013

Work description

1. Reporting to the CEO.
2. To manage day to day manufacturing activities to meet the production plan and delivery schedule.
3. To enhance manufacturing capabilities by implementing Lean manufacturing to improve manufacturing processes, product quality and eliminating waste.
4. To lead and improve productivity and engineering capabilities on production tooling,
5. Equipment, NPI, cycle time, failures analysis as well as providing CMs support.
6. To own and manage the production inventory to ensure minimum WIP and stock accuracy.
7. To plan and implement overall manufacturing strategy to support the company growth.
8. To supervise, plan and control activities related to the volume production of PCBA.
9. To meet manufacturing objectives on production delivery and engineering capability.
10. To manage a team of production work and engineers for meeting the company goals and objectives.(KPIs & KRAs).
11. To own the overall manufacturing activities within the company including CMs.
12. Procures necessary resources to optimise staff productivity and efficiency.
13. Must be able to meet the deadlines and work under pressure.
14. Make assessment of manufacturing operations staffing and skills requirements and accordingly developing plans to address company needs.
15. Promote and implement ergonomic principles, environmental responsibility and employee health and wellness.
16. Reason for leaving- offered

Company Name : Nategate (M) Technology SDN. BHD.
Position Title : Manufacturing Manager
Position Level : Senior Manager
Specialization : Manufacturing/Production Operations
Industry : Electrical & Electronics
Duration : Jan 2009 – Dec 2010

Work Description (Duty & Responsibilities)

- 1)Report to the General Manager / Managing Director.
- 2)Plan, co-ordinate and achieve the committed productivity, quality, delivery and customers satisfaction for the entire plant.
- 3)Manage budgets, plans and programs to ensure the optimum utilization & availability of the equipment, space and labour force for the company.
- 4)Assure achievement of the management and operational objectives of the plant through the proper selection, development, training and motivation of all the employees.
- 5)Continuously plan to improve the working environment methods, effectiveness and resources utilisation, critically review and monitor operational results for the company.
- 6)Ensure maintenance of the products standard through effective administration of good manufacturing practices through programs with effective implementation and enforcement of the specification, employees awareness, training programs and high level of 5S housekeeping.

- 7)Monitoring of quality goals and objectives closely and initiate corrective action timely to achieve the desired target.
- 8)To create awareness and provide appropriate training to all subordinates whose work may create insignificant impact to the environment.
- 9)To drive the activities and ensure decision taken by subordinates comply to the company environmental objectives.
- 10)Others objectives, duties and responsibilities which may be assigned by the company from time to time.

Company Name : FA TECHNOLOGY
Position Title : SR. SMT PRODUCTION MANAGER
Position Level : Senior Manager
Specialization : Manufacturing/Production Operations
Industry : Electrical & Electronics
Duration : 2004 – 2009

Work Description :
 SR. SMT Production Manager FA Technology Sdn Bhd

1. Structure an effective , realistic , reasonable and manageable organization chart
2. Prepare management procedures to outline the requirements so as to control production activities
3. Achieve production commitments , including realistic and comprehensive measures for improvement
4. Established control procedures , methods , reports to ensure that management procedures are maintained in an effective and successful manner
5. Outline work priority and establish methods for improvements
6. Responsible for all shortfalls of the department
7. Source , identify and rectify ad-hoc problems in a realistic and manageable way
8. Know all department personnel and provide the necessary trainings where applicable
9. Lead , manage , control and discipline the subordinates to achieve the company's objectives
10. Plan and control overtime for the production
11. Control the overhead and expenses of the department without compromising the quality of output
12. Exercise yield , quality improvement and minimizing rejects and scraps for cost efficiency
13. Lead and motivate the entire team of supervisors, technical staff and direct labor to meet the aggressive quality and production expectations of the customers
14. Make decisive, realistic and fair decisions whenever requires
15. Provide opportunity and career advancement to promising and loyal staff
16. Solve all levels of subordinates grievances wherever possible
17. Identify workloads of the subordinates and provide alternative solution
18. Managed assigned section independently with limited or given resources
19. Inculcate quality, productivity, safety and cost conscious to all levels in production
20. Conduct fair, realistic , accurate and controllable appraisals
21. Keep up to date and know the overall progress of the department
22. Set project and motivate subordinate to achieve the target
23. Participate and contribute ideas to improve the company's operation
24. Effective and timely execution of all assigned projects and plans

Company Name : Unico Technology (M) Sdn Bhd
Position Title : PRODUCTION MANAGER (SMT/PCB/FOL-EOL)
Position Level : Manager
Specialization : Manufacturing/Production Operations
Duration : 1994 – 2003

Assigned to administer overall production disciplines that includes:

1. Consolidation of the production performance reports
2. Ensuring production workforce is well trained and optimize allocation of manpower for optimum productivity
3. Following all company rules & regulations with regards to ESD and safety standards
4. Motivating subordinate to achieve high output turnover
5. Effective usage of line material to achieve minimum cost of product
6. Identify areas for improvement and drive for effective solutions
7. Planning subordinates leaves
8. Communicate all rejects with corrective action to all employees
9. Conduct MPC audit to ensure compliance to SOP
10. Effective implementation of good manufacturing practice on CFM to achieve good quality, yield and ensure no bonepile
11. Accountable for lines usage of tools and fixtures
12. Study, develop, improve and implement enhancements to production procedures/systems
13. Working with various support groups on improvement programs
14. Any subsidiary tasks assigned from time to time

1988 to 1991 Supervisor (EOL) Philip Audio- Penang

1992 to 1994 Sr. Production Supervisor (FOL to EOL Assembly PCBA) Natsteel Electronics(M) Sdn Bhd

Skills

(Proficiency: Advanced - Highly experienced; Intermediate - Familiar with all the basic functionalities; Beginner - Just started using or learning the skill)

| Skill | Years | Proficiency |
|----------------------------------|-------|-------------|
| Electronic/Electrical | >5 | Advanced |
| SMT/PCBA/TEST ASSEMBLY | >5 | Advanced |
| Project Management | >5 | Advanced |
| Inter-Personal Skills | >5 | Advanced |
| ISO 9000-9002 | >5 | Advanced |
| Lean Management, SPC & SIX SIGMA | >5 | Advanced |
| 5S Improvement projects | >5 | Advanced |
| PCB Assembly | >5 | Advanced |
| 7QC TOOLS,TQM & TPM | >5 | Advanced |
| Continuous Improvement | >5 | Advanced |

Languages

(Proficiency: 0=Poor - 10=Excellent)

| Language | Spoken | Written |
|-----------------|--------|---------|
| Bahasa Malaysia | 10 | 10 |
| English | 10 | 10 |

Educational Background

1975 to 1980 St. Xaviers Cawangan
1981 to 1985 St. Xaviers Institution
1986 to 1988 Han Chiang High School (STPM)
2001 to 2002 Advanced Diploma in Management (C&G-UK)
2003 to 2003 Diploma in IT (Info-Genius Sdn Bhd)
2004 to 2005 Advanced Diploma in Marketing (C&G-UK)
2006 to 2009 Degree in Business Management (C&G – UK)

Summary

Career Objectives

1. Job satisfaction.
2. Achieving Company and Personal goals.
3. Excelling in all assigned job functions.
4. Achieving overall productivity, quality, cost saving, delivery in time, 5S & customers satisfaction.
5. To meet and surpass the Company's expectation & grow with the business.
6. To develop and motivate team members.
7. To build a long lasting & successful career with the company.
8. To put on priority for the customers and company to come first at all times.

Job Experience:

25 years in the EMS Manufacturing Industries (SMT & PCBA Testing) contract manufacturing for box build.
Extensive experience in the fields of Telecommunications, Automotive and Medical products.

Strengths:

1. Resourceful
2. Trustworthy
3. Inquisitive
4. Innovative
5. Pro-active in problem solving
6. Good leadership qualities
7. Good sense of urgency
8. Good sense of responsibilities
9. Integrity
10. Strong in people management
11. Strong human behavioral skills
12. Health, Safety and Environment
13. 6S housekeeping (Japanese Standards)