

RESUME



LOW YOKE HONG (IRENE)

No. 22, Jalan Impian Emas 61,
Taman Impian Emas,
81300 Skudai, Johor.
Tel : 016-663 8229
Email : irenelow69@gmail.com

PERSONAL DATA

Old N.R.I.C. : A1420766

New N.R.I.C : 691006-01-5736

Date of Birth : 6th October, 1969.

Place of Birth : Segamat, Johor.

Sex : Female

Age : 42

Marital Status : Married

Religion : Buddhist

Racial : Chinese (Hokkian)

Height : 158cm

Weight : 52kg

Health : Good

Hobbies : Golfing, Reading and Traveling.

EDUCATIONAL BACKGROUND

1983 - 1987 : SEKOLAH AMINNUDDIN BAKI (SPM),
Johor Bahru, Johor.

1991 - 1993 : KOKUSAI KAIWA GAKUIN (JAPANESE
LANGUAGE), Tokyo, Japan.

1996 : NOVO Quality Services Documentation
& Implementation OF ISO 9000 Quality System.

2000 : Global Equation Sdn Bhd
Certificate of Accomplishment on Creating Value
Through Purchasing.

2001 : Quotem Sdn Bhd
Logistics Principles in Import / Export Planning

2002 : SMI Scots Training
Developing Effective Purchasing Expediting Skills

2002 : FMM Institute Of Manufacturing
Effective Purchasing Management

2002 : Malaysian Institute Of Purchasing And Materials Management
Certificate In Purchasing And Materials Management

- Principles of Purchasing
- Effective Communication
- Business Procedures and Organization
- Store Administration and Control of Stock
- Custom Procedure

2011 : Asia E University
Executive Master Business Management

2012 : Twintech International University College of Technology
Master Business Administration

PERSONAL SKILLS

(Proficiency: 0=Poor - 10=Excellent)

Language	Spoken	Written
Chinese	9	9
Bahasa Malaysia	8	8
English	8	8
Japanese	6	6

Computer Knowledge :

Excel, MS Word, Lotus Note, Internet, ERP(Syteline), MRP(AS 400), SAP, ISO 9001 Internal Audit, Oracle system.

WORKING EXPERIENCE

7. May 2012' – Present :

In Procurement and Supplies Department as ASST MANAGER.

A well known manufacturer in printing industrial with annual turnover of RM 5 billion.

Responsibility :

- Responsible for full spectrum of Procurement and Supplies Department
- To responsible in transferring designated activities from Singapore to Malaysia office progressively.
- To responsible for managing the day to day administration and activities of procuring equipment and material included direct and indirect.
- To ensure and understand what is required to be purchased – select suppliers for quotation, quote, analyze and pull recommendation to production and customer.
- To liaise, communicate and continual follow-up with production bases, update delivery status regularly and ensure on-schedule delivery.
- Responsible in costing of items quoted to customer.
- To develop and maintain of reliable supplier
- To liaise and communicate with logistic department for oversea shipment and custom application.
- Others include : Managing of approve vendor list, develop new supplier in cost saving basis, safety specification sourcing and scrap negotiation.
- Interact with all level staff.

**6. Nov 2005' – April 2012 : BM NAGANO INDUSTRIES SDN. BHD.
In Product Support Department as MANAGER 2.**

The company is a manufacturer of Electronics products.
With annual turnover of RM 3 billion.

Responsibility :

- Responsible for full spectrum of Product Support Department
- To start up the department and transfer designated activities from Singapore to Malaysia office
- To ensure all the Production Manuals reach the relevant parties timely.
- To liaise and communicate with Japan on issuing and outstanding of Production Manual, Part List and Technical Notification.
- To ensure all Production Manual are updated.
- To check and monitor all the ECN changing at system.
- Overall in charge and control of staffs work duties and scope of responsibilities.
- Make decisions for work related issues and implement work improvements.
- Set sectional objectives and follow-up on its achievement.
- Brief staffs in understanding their respective work procedures and requirements.
- Identify training need and arrange training for staff
- Update and disseminate information on company regulations to staff.
- Make decisions affecting Sections work requirements/issues.
- Attend to staffs problem and provide assistance to staffs to overcome it.
- Stand in to assist whenever staffs are on leave, MC or workload overflows.
- Attend Sub-Con reconciliation meeting
- Responsible for individual department business plan

Cum Human Resource Department as MANAGER 2.

Responsibility :

- Responsible for full spectrum of Human Resource functions which include Recruitment, Compensation and Benefits, Training and Development, Industrial Relations/Employees Relations, Security, Plant facilities and other administrative matters
- To implement and execute of the Group HR strategies, policies and practices to promote better staff disciplines, commitment, motivation and performance throughout the Group.
- To review the development and implementation of systems, procedures and processes to improve the operational efficiency of the department
- Plan ,direct the day to day human resource operation
- Responsible for all the recruitment activities include the complete cycle of recruitment from sourcing, screening, shortlisting, interviewing, salary negotiation, making job offer and conducting reference check
- Review and implement human resource policies and procedures
- Work closely with all section heads to ensure optimal headcounts based on productivity-based resources and company's objective through manpower planning and business need
- Provide interview guidance and support to executive and manage the hiring process
- Conduct exit interview to identify reason for resignation

- Manage staff recruitment, orientation, training and development, performance measurement, employees' welfare, environment, safety and health, etc
- Oversee and manage industrial and employee relations matters, including staff discipline, grievances, domestic inquiries and other related activities
- To lead a team of HR staffs in implementation and execution of Human Resource functions and activities
- Manage foreign worker recruitment administration, process and application related matters
- Manage Company general office administration and HR administration
- Make recommendations on a cost-effective people development programme to support the Company's people management strategies
- Administer the evaluation of all learning and development activities and maintain training records for all staffs
- To oversee all matters relating to HR and payroll management and administration of the Company and to enhance the efficiency of the department
- To provide support in motivating, training, guiding and counseling of subordinates to promote better performance and work productivity
- To perform other ad-hoc tasks/projects which may be assigned by the management from time to time
- Manage and monitor security for both plant 1 and plant 2
- Oversee and manage both plant 1 and plant 2 maintenance and facilities
- Handling of all expatriate matters
- Responsible for individual department business plan

5. Mar 98 - Aug 2005' : AMERON (M) SDN. BHD.

In Purchasing Department as PURCHASING OFFICER.

The company is a world leading fiberglass composite piping System supplier with annual turnover of RM 100 million.

Responsibility :

- Overall activities in Purchasing Department.
- To incharge overall purchase of direct and indirect material.
- To liase with Requester, Engineer or user to obtain the right source.
- To Negotiate on term and condition of purchase.
- To control purchases & monitor Inventory.
- To control and monitor delivery.
- To maintain a proper & good filling & storage of location.
- Direct Materials (Chemical)
- Indirect Materials (Hardware, Machine, Equipment)
- Maintenance (repair & services of machine at Shop floor)
- Toolings (Fabrication, modification & repair) LPG & Diesel
- Forklift (Rental, Servicing & Repairing)
- Stationery & Printing
- Packing Material
- Calibration

Support for Administration jobs

- Building (maintenance, painting, air-con, cleaning)
- Landscaping
- Renovation
- Office Equipment
- Fire Fighting
- Telephone
- CCTV
- Auto Gate & Roller Shutter
- Uniform & Safety Shoes
- Catering
- Sourcing and costing
- Purchase
- Delivery and inventory control
- Liaise with shipping department for transportation arrangement.
(Haulage, Import & Export)
- Packing services.

4. Mar 96 - Feb 98 : ONAMBA (M) SDN. BHD.

In Purchasing Department as PURCHASING EXECUTIVE.

The company is manufacturing of wire hardness.

Responsibility :

- Direct (Terminal & Connector) and Indirect Material
(Hardware, Machine, Machine spare parts, production used)
- Sourcing, costing and purchase
- Delivery and inventory control
- Liaise with shipping department for oversea shipment.

Reason for leaving : For better Prospect.

3. May 94 - Mar 95 : SUMITOMO ELECTRIC INTERCONNECT PRODUCTS (M) SDN. BHD.

In Engineering Department as ENGINEERING ASSISTANT.

The company is manufacturing of wire hardness.

Apr 95 - Feb 96 : Promoted as PURCHASING OFFICER in Purchasing Department.

Responsibility :

- Direct (Terminal & Connector) and Indirect Material
(Hardware, Machine, Machine spare parts, production used)
- Sourcing, costing and purchase
- Delivery and inventory control
- Liaise with shipping department for oversea shipment.

Reason for leaving : For better Prospect.

2. Jul 90 - Aug 91 : KAO TRADING (M) SDN. BHD.
In Marketing Department as SALES ADMINISTRATION OFFICER

A world leading of consumer production supplier.

Responsibility :

- Liase with customer.
- Data Input.
- Delivery Control.
- Invoicing Billing.
- Payment Collection.

Reason for leaving : For further study.

1. Jan 88 - Jun 90 : T & T Jurutera SDN. BHD.
As a draft woman.

The company is a Architectural Firm.

Responsibility :

- To draft building structure drawing.
- Architecture drawing.

Reason for leaving : For better prospect.

ACHIEVEMENT

- Setup a purchasing department from zero basis at new founded company.
- Transfer a department from Singapore office to Malaysia office and start up the department from zero basis.
- Successfully develop new work order system for maintenance group to perform in more efficient and effective way.
- Successfully implemented E-filling system
- In the progress of developing the electronic general purchase system. 90% complete
- Successfully in changeover of phone system from hunting line to PRI line(cost saving of RM8000 per annual)

PERSONAL STRENGTH

- Able to work independence or as a team player
- Fast learner and willing to learn to suite the new environment
- Able to work under pressure
- Adaptable to environment
- Knowledge in forwarding procedure and custom clearance
- Interesting on challenging and goal-oriented job
- Willing to travel

- Flexible to new job assign

CO-CURRICULAR ACTIVITIES

COMMITTEE :

- ISO committee (Onamba, 1997)
- Golf Net Working committee, 9th SRC Annual
- Dinner & Graduation Ceremony committee (MIPMM, 2002)
- Annual Dinner & Dance committee (Ameron, 1999~2002)
- Annual Dinner & Dance Chairman (Ameron, 2003)
- Annual Dinner & Dance committee (Ameron, 2004)
- Groundbreaking Ceremony Team Leader (Ameron, 2004)
- Annual Dinner & Dance Chairman (Ameron, 2005)
- Project Leader for E-Filling, work order system and electronic general purchase system.

PREFERENCES

- ❖ Current Monthly Salary : RM 6,000
- ❖ Expected Monthly Salary : Negotiable
- ❖ Availability : One month notice

REFERENCES

- ❖ Ms Yeap Lian Choo
Admin & Human Resource Manager
Monsanto (Malaysia) Sdn Bhd
Contact no: 017-7137906
- ❖ Mr Chua Sze Chuan
Technical Manager
MHE Demag (S) Pte Ltd
Contact no: 02-8268 6208 or 016-7009229
- ❖ Mr CK Chia
Deputy Managing Director
BM Nagano Industries Sdn Bhd
Contact no: 012-7087898 / 02-96328839
- ❖ Ms Chai Swee Fong
Asst Manager
BM Nagano Industries Sdn Bhd
Contact no: 012-7802298