
Fitri's Executive Summary

Dear Sir/Madam,

I am writing to apply for the suitable position in your company. I am enclosing my complete resume.

I believe that my strong experience and talent will make me a very competitive candidate for the position. The key strengths that I possess for success in this position include:

- I have experience in developed, and technical support
- I have experience liaise with 3rd party, DOSH, statutory and regulatory bodies.
- I have experience in manufacturing of FMCG
- I have experience in Sales and Marketing activity
- I have familiar with ISO 9001:2008 implementation
- I'm knowledgeable in HALAL certification

With a Mechanical Engineering diploma and 8 years of working experience, I have a full understanding of the full development project. I also have experience in learning and excelling on new technologies as needed.

Please see my resume for additional information on my experience.

I can be reached anytime via email at biz_fitri@hotmail.com or my cell phone, 014-320 7336.

Thank you for your time and consideration.

Sincerely,

Mohd Fitri Bin Hayon

014-320 7336.

Mohd Fitri Bin Hayon

#08-17, Apartment Panti,
Jalan Padi Emas 2/1,
Bandar Baru Uda,
81200 Johor Bahru,
Johor, Malaysia.

Phone: +6014 – 320 7336

E-mail: biz_fitri@hotmail.com



Personal Particulars

Nationality	Malaysian
NRIC	820723-11-5447
Passport No	A25836797
Date of Birth	23 th July 1982
Age	31 years old
Sex	Male
Marital Status	Marriage
Race	Malay
Religion	Islam
Health Status	Excellent
Driving License	B2 , D

Resume Summary

Current Position	Senior Sales Executive
Current Specialization	Civil / Construction / Structural / Food / Pressure Vessel
Highest Education	Diploma in Mechanical Engineering
Years of Experiences	8 Years
Expected Salary	RM 3,800 (Nego)

Education

2007

INSEP, Engineering Maintenance & Services

Johor Skills Development Centre (PUSPATRI); Johor.

Grade : Pass

2000 - 2004

Diploma In Mechanical Engineering

Universiti Teknologi Mara; Shah Alam.

CGPA : 2.45

1995 - 1999

Sijil Pelajaran Malaysia

SMK Dato' Jaafar; Johor Bahru.

Experience

1. Enaq Sauce Sdn. Bhd. 2012 - Present

Position Title	: Senior Sales Executive
Location	: Kawasan Perindustrian Tebrau I, Johor Bahru, Johor
Specialization	: Sales – Fast Moving Consumer Goods (FMCG)
Industry	: Manufacturing / Production / Sales / Marketing

JOB RESPONSIBILITIES:

1. Report to Director
2. To be responsible oversee all sales and marketing activity of company
3. Ensure sales revenue and profitability are in-line with company target
4. Establish a high level of rapport with customers
5. Work closely with sales team & customer on all stock replenishment activities and promotion setup
6. Ensure optimum stock levels in customer outlets
7. Plan a promotional activity
8. Responsible to arrange setup for promotional display on ad-hoc basis
9. To develop new customer, distributor and maintain clientele relationship
10. To conduct product training activities to improve sales team skill and knowledge
11. To continuously analyze sales information, sales trend, and plan how to increase sales

AUTHORITIES:

1. Have an authority on trading term negotiation.
2. Have an authority on promoter claim approval.
3. Checking person on Sales Payment Voucher.

EXPERIENCES GAINED:

1. Team work
2. Negotiation skill

2. Enaq Sauce Sdn. Bhd. 2010 - 2012

Position Title : Head Of Production
Location : Kawasan Perindustrian Tebrau I, Johor Bahru, Johor
Specialization : Production – Fast Moving Consumer Goods (FMCG)
Industry : Manufacturing / Production
Reason of Leaving : Intra department. Promoted to be a Senior Sales Executive for Enaq Sauce Sdn. Bhd.

JOB RESPONSIBILITIES:

1. Report to Managing Director
2. To be responsible as the on the ground person in charge of production regarding performance
3. Overseeing the production process, drawing up a monthly production schedule
4. Ensuring that the production is cost effective
5. Making sure that products are produced on time and are of good quality
6. Estimating costs and setting the quality standards
7. Monitoring the production processes and adjusting schedules as needed
8. Being responsible for the selection and maintenance of equipment
9. Monitoring product standards and implementing quality-control program.
10. Liaising among different department.
11. Ensuring that health, hygienic and safety guidelines are followed
12. Supervising and motivating a team of workers
13. Coordinate update, prepare all daily and monthly report for production
14. Assisting in coordinating the day to day activities of the production and Logistic.
15. Coordinate logistics for local delivery, forwarding & shipping
16. To ensure all equipment and machines are in good condition for production usage from time to time.
17. To ensure quality control is conducted accordingly.

18. Analyze the root cause of customer complaint and preventive/corrective action.
19. Ensure warehouse and production security and safety
20. Liaise with statutory and regulatory bodies. (MBJB, JAJ, JAKIM, KPDNKK, JKKP, JAS)

AUTHORITIES:

1. Have an authority on Purchase Order approval.
2. Have an authority on production staff over time claim approval.
3. Checking person on Payment Voucher.

EXPERIENCES GAINED:

1. PSI (Planning System Improvement)
2. Contract manufacturing. (Kedai Rakyat 1 Malaysia)
3. Halal Comitee

3. Sabaka Group Sdn. Bhd. 2011 – 2011

Position Title : QA/QC Executive
Location : Pasir Gudang, Johor
Specialization : Mechanical /Automotive / Pressure Vessel / Logistic
Industry : Manufacturing / Production / QA QC
Reason of Leaving : Intra Company. Promoted to be a Head of Production for
Enaq Sauce Sdn. Bhd.

JOB RESPONSIBILITIES:

1. Report to QASSHE Manager
2. Monitoring, planning, checking and scheduling the QA/QC Department
3. Liase with customer, supplier and authority (Third party, DOSH, JPJ/PUSPAKOM) for the technical matters, approval and qualities.
4. Enforce, implement, control, ensure and maintain the Quality System of the company
5. Develope suitable training programs for all staff
6. Determine, report and recommended corrective and preventive actions on the principal of quality deficiencies and non-conformance
7. Ensure that all documentation relating to the maintenance of quality is updated, maintained and controlled
8. Ensure WPS are designed meet or exceed requirements from customer and applicable regulations, codes and industry standards.

9. Define, control, maintain and implement calibration policy and procedures
10. Identifying problems and initiate corrective and preventive measures.
11. Appointed as a Quality Management Representative (QMR) for ISO 9001 certification.
12. Be an Internal Quality Auditor for SABAKAGROUP Sdn Bhd.

4. Enaq Sauce Sdn. Bhd. 2010 - 2011

Position Title : Production Executive
Location : Kawasan Perindustrian Tebrau I, Johor Bahru, Johor
Specialization : Production – Food & Beverage
Industry : Manufacturing / Production
Reason of Leaving : Intra Company. Promoted to be a QA/QC Executive for SABAKAGROUP Sdn Bhd.

JOB RESPONSIBILITIES:

1. Report to Managing Director
2. Overseeing the production process, drawing up a monthly production schedule
3. Ensuring that the production is cost effective
4. Making sure that products are produced on time and are of good quality
5. Estimating costs and setting the quality standards
6. Monitoring the production processes and adjusting schedules as needed
7. Being responsible for the selection and maintenance of equipment
8. Monitoring product standards and implementing quality-control programmes
9. Liaising among different department, e.g. suppliers, managing directors.
10. Ensuring that health, hygienic and safety guidelines are followed
11. Supervising and motivating a team of workers
12. Coordinate update, prepare all daily and monthly report for production/warehouse
13. Assisting in coordinating the day to day activities of the production and warehouse (logistic)
14. To ensure quality control is conducted accordingly.
15. Analyze the root cause of customer complaint and preventive/corrective action.
16. Ensure warehouse and production security and safety
17. Liaise with statutory and regulatory bodies. (JAJ, JAKIM, KPDNKK, JKPP, JAS)

EXPERIENCES GAINED:

1. New exposure to HALAL food industries.
2. Build up confident level to manage subordinate.
3. Good relationship with supplier & others entrepreneur.
4. Conduct product recall assessment.
5. Produce branding manual
6. Exposure to GMP & HACCP

5. Contiso Engineering Sdn. Bhd. 2009 - 2010

Position Title : Technical Executive
Location : Pasir Gudang, Johor
Specialization : Engineering – Mechanical /Automotive / Pressure Vessel
Industry : Manufacturing / Production
Reason of Leaving : Intra Company to ENAQ SAUCE SDN BHD. Promoted to be
Production Executive.

JOB RESPONSIBILITIES:

1. Assist Technical Manager to meet schedule for ADR Road Tanker & repair .
2. Assist Technical Manager to do a Research and Development.
3. Monitor and supervise worker.
4. Liaise with statutory and regulatory bodies. (JKKP, JPJ, PUSPAKOM, BV)

6. Contiso Engineering Sdn. Bhd. 2007 - 2009

Position Title : Project Site Supervisor
Location : VCM Petronas, Kerteh, Terengganu
Specialization : Engineering - Civil/Construction/Structural
Role : Project Management
Industry : Manufacturing / Production
Reason of Leaving : End of Project and transfer back to Pasir Gudang, Johor.

JOB RESPONSIBILITIES:

1. To monitor sub-contractor doing their work to meet project schedule.
2. To record daily Man hour Record for working progress.
3. Liaise with customer Project Supervisor Team regarding the project progress.
4. To prepare and plan working activity for the whole project.
5. Attend weekly meeting with customer and present project progress.

EXPERIENCES GAINED:

1. Good team player and Multitasking capabilities.
2. Excellent organizational and motivational skills.
3. Learn how to manage working activity.

PROJECTS DESCRIPTION:

Project Name: 33% HCl Storage Tank Project in VCM Plant.

Client: Vinyl Chloride (Malaysia) Sdn. Bhd.

Duration: December 2008 to 2009

Project Complete : Jun 2009

7. Contiso Engineering Sdn. Bhd. 2007 - 2009

Position Title : Technical Executive
Location : Pasir Gudang, Johor
Specialization : Engineering – Mechanical /Automotive/ Pressure Vessel
Industry : Manufacturing / Production
Reason of Leaving : Assign new task for VCM Project

JOB RESPONSIBILITIES:

1. Assist Technical Manager to meet schedule for ISO tank repair.
2. Assist Technical Manager to do a Research and Development.
3. Monitor and supervise worker.
4. Deal with supplier
5. Liaise with statutory and regulatory bodies. (JKKP, JPJ, PUSPAKOM, BV)

8. Mcalister Engineering Sdn. Bhd. 2005 - 2007

Position Title : Draughtsman
Location : Pasir Gudang, Johor
Specialization : Engineering – ISO Tank Container / Pressure Vessel
Industry : Manufacturing / Production
Reason of Leaving : To gain experience and career enhancement

JOB RESPONSIBILITIES:

1. Report to the engineering manager and responsible for the design output of jobs.
2. Ensure the design output that:-
 - a. Meets customer's requirement
 - b. Confirms with company's contractual specification

- c. Verified to contain accurate and adequate information of acceptance criteria, design characteristics crucial to the proper and safe function of the product and for proper fabrication work.
3. Keep to the project schedule
4. Ensure the work place is clean and tidy
5. Liaise with other departments regarding matters pertaining to design output work
6. Issue and ensure proper filing and safekeeping of engineering document
7. Perform any duties as may be assigned from time to time
8. Follow and abide by the company's policies, rules and regulation.

EXPERIENCES GAINED:

1. Exposure to ISO Systems and implementation.
2. Excellent organizational and motivational skills.
3. Learn how to manage working activity.

8. ROYAL SPORTING HOUSE 1999 - 2000

Sales Assistant

Duties

- To provide simple consultation to customer
- Assist customer to make decision

Accomplishment

- Develop communication skill
- Increase self confidence

9. SHELL MALAYSIA BERHAD 1999

Seasonal Promoter

Duties

- To promote new SHELL V-Power fuel to consumer

Accomplishment

- Develop communication skill
- Increase self confidence

Course / Seminar Attend

Internal Quality Auditor Training

12th & 13th March 2011

Swan Garden Hotel, Seri Alam, Johor.

Organized by EXDI OSH Consulting and Trainig

Fitri's Curriculum Vitae

SME Brand Manual Workshop
29th & 30th November 2010
The Puteri Pacific Hotel, Johor Bahru, Johor.
Organized by Ablemen Communications (M) Sdn. Bhd.

Food Safety Management System ISO 22000:2005
14th & 15th June 2010
The Katerina Hotel, Batu Pahat, Johor.
Organized by Malaysian Productivity Corporation

Product Recall Course
1st October 2010
Concorde Hotel, Kuala Lumpur.
Organized by CrisisAsia Sdn. Bhd.

Kursus Intensif Halal 01/2010
13th & 14th July 2010
New York Hotel, Johor Bahru, Johor.
Organized by Jabatan Agama Johor.

Seminar Halalan Toyyiba johor 2010
21st May 2010
Persada Johor, Johor Bahru
Organized by Jabatan Agama Johor.

Kursus Pengendali Makanan
29th Mar 2010
Bangunan Tabung Haji, Johor Bahru, Johor.
Organized by Principal Amity Management.

Skills

- ▶ Knowledgeable in computer Software
 - i. Microsoft Windows Office – Word, Power Point, Excel, Project Management
 - ii. AutoCad
 - iii. Photoshop

Fitri's Curriculum Vitae

- ▶ Knowledgeable in QMS ISO 9001:2008 , ISO 22000:2005.
- ▶ Knowledgeable in JAKIM HALAL Certification
- ▶ DSLR Camera

Language

- ▶ English – Good in writing and speaking
- ▶ Malay - Excellent in writing and speaking

Personal Strength

- i. High sense of responsibility.
- ii. Can work as a team.
- iii. Creative and resourceful.
- iv. Excellent skill in communication and coordination.
- v. Dependable and energetic
- vi. Multi-tasked person
- vii. Posses initiative and able to work well under pressure to meet datelines.

Miscellaneous

I am positive thinking person, goal oriented, have initiative, curiosity, willing to work under pressure and approximating to obtain a new challenge. I will be able to work independently as well as in team with minimum supervision and I able to communicate with all level of people and I willing to learn.

Reference

MOHAMAD HAZLAN BIN DAHLAN

Director(ENAQ SAUCE SDN BHD)

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