RESUME



TING ING MING (ALEX)

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PERSONAL DATA

N.R.I.C. : 661227~13~5021 (new)

Date of Birth : 27th December, 1966.

Place of Birth : Sibu, Sarawak

Sex : Male

Age : 44

Marital Status : Married

Religion : Buddhist

Racial : Chinese (Hock Chiew)

Height : 168cm

Weight : 75kg

Health : Good

Hobbies : Swimming, Golfing, Reading and Traveling.

EDUCATIONAL BACKGROUND

1979 ~ 1980 : DALAT GOVERNMENT SECONDARY SCHOOL

Dalat, Sarawak.

1981 ~ 1982 : SACRED HEART SECONDARY SCHOOL

Sibu, Sarawak.

1983 ~ 1984 : CATHOLIC HIGH SCHOOL

Sibu, Sarawak.

1985 ~ 1986 : THE INTERNATIONAL EXCHANGE INSTITUTE OF

JAPANESE LANGUAGE (国際交流日本語学院)

Tokyo, Japan.

1986 ~ 1990 : DAITO BUNKA UNIVERSITY

(大東文化大学経済学部経営学科) (Bachelor in Business Administration)

Tokyo, Japan.

PERSONAL SKILLS

Language Abilities

Language	Read	Write	Speak
BAHASA MALAYSIA	0	0	0
ENGLISH	0	0	0
JAPANESE	0	0	0
MANDARIN	0	0	0
Others (DIALECT)			0

Computer Knowledge : Microsoft Office ~ Excel, Word and Power Point 2007

WORKING EXPERIENCE

5. SANICHI PRECISION MOULD SDN. BHD. Johor, Malaysia.

Nature of Business : Manufacturing (Plastic Injection Mould)

March 07' - Present : BUSINESS DEVELOPMENT, PROJECT & PURCHASING

MANAGER

Job Responsibilities :

• Lead a team of Marketing and Project staff in daily operation

- Establish a strong client relationship, improving business performance and customer satisfaction
- Serve existing Customers and develop new Customers
- Participate and visit Exhibition or Expo regularly for the new business chances
- Support Thailand factory to develop new Customers especially for the Japanese customer
- Calculate the costing for new Request For Quotation
- Follow up with customer for the Quotation status to close for sales.
- When new project/order confirmed, ensure Purchase order was received
- Involving Technical meeting with customer
- Organise and chair on in house meeting for the Project Kick Off
- Check the Monthly or Yearly Sales Report before submit to Managing Director
- Closely monitor the Monthly collection status
- Check the Project Grant Chart / millstones report before update to customer
- Lead the team of purchasers in daily operation
- Selecting and Negotiating with vendor for the best price while keep the high quality of service and reliability
- Source for the new local and overseas vendor periodically
- Responsible for the development and improvement of procurement processes
- Inventory control
- Monitoring the imported material status and ensure the forwarding agent was pre-alert for the shipment
- Liaise with vendor for the outstanding payment
- Plan and Supervise with schedule goal for major projects
- Submit monthly purchase data to top management
- Perform supplier audit and qualification

Reason for leaving : For better Prospect.

4. TODAI SALES (SINGAPORE) PTE. LTD. Singapore.

Nature of Business : Trading

Sept 97' ~ Dec 06' : SALES MANAGER

Job Responsibilities

• Support for set up the new company (Trading)

- Work closely with the company appointed secretary to meet Singapore Government requires document and information.
- Lead a team of Marketing staff in daily functioning
- Coordinate with Japan for transfer of production line from Japan or Malaysia factory to Vietnam factory
- Liaise with China Sub-contractor for the delivery of part to our customer factory
- Function as trading company for both Malaysia and Vietnam factory
- Serve existing Customers and develop new Customers
- Liaise with shipping agent for the delivery of part to customer and raw material to the both factory on time to meet production schedule

Reason for leaving : For better Prospect.

3. TODAI (MALAYSIA) SDN. BHD. Johor, Malaysia.

Nature of Business : Manufacturing (Electronic Coil part)

May 95' ~ March 96' : SALES ASSISTANT MANAGER.

April 96' - August 97': Promoted as SALES & PURCHASING MANAGER.

Job Responsibilities

- Supervise the Sales staff to ensure they arrange the goods deliver on time
- Lead a team of Marketing staff and Purchaser in daily functionalities.
- Coordinate with Japan for transfer of production line to Malaysia factory
- Serve existing Customers and develop new Customers
- Liaise with shipping agent for the delivery of part to customer
- Prepare Sales and budget Report Monthly and Yearly
- Support to set up Vietnam factory and arrange staff to train Vietnamese worker
- Closely monitor the Monthly collection status
- Organise monthly schedule meeting before visit to customer for discussion
- Prepare Quotation for new RFQ and follow up the status
- Liaise with Japan HQ for special raw material to purchase from Japan
- Selecting and Negotiating with vendor for the best price while keep the high quality of service and reliability
- Inventory control
- Responsible for the departmental continous development and improvement
- Plan and supervise closely for short leadtime loading fulfillment and NPI
- Source for the new local and overseas vendor periodically
- Monitoring the imported material status and ensure the forwarding agent was pre-alert for the shipment
- Ensure the material get on time to meet production schedule

Reason for leaving : Transfer to Singapore Branch

2. SUMITOMO ELECTRIC INTERCONNECT PRODUCTS (M) SDN. BHD. Johore, Malaysia.

Nature of Business : Manufacturing (UL Wire and Wire Harness)

May 93' ~ April 95' : SALES EXECUTIVE.

Job Responsibilities

• To manage and monitor the day to day sales activities. To ensure the Sales staff arrange the goods deliver on time.

- Service the existing customers as well as develop the new customers (For the Southern Malaysia only)..
- Prepare of monthly individual customer Sales Forecast for Production Control Department, Purchasing And Material Control Department to plan the material schedule.
- Prepare and submit the new parts sample and quotation for customers when requested.

Reason for leaving : For better prospect.

1. PROGRESS & PRECISION SDN. BHD. Penang, Malaysia.

Nature of Business : Manufacturing (Metal Stamping, Die-casting, Spring,

Plastic Mould Injection and Mechanical Assembly)

May 90' - March 92' : PRODUCTION CONTROL ASSISTANT.

April 92' - March 93': Promoted as PRODUCTION CONTROL ASSISTANT

OFFICER.

April 93' - April 93' : Promoted as PRODUCTION CONTROL OFFICER.

Job Responsibilities :

- Planned and organised work under the minimum supervision of Plant Manager.
- Supervision and monitor the Production Control Clerks in determine the Monthly Production Plan and record the daily production actual output data.
- As an interpreter for the Japanese staff upon request and also translate the document either to Japanese or English.
- Prepare daily and monthly report include Monthly Master Production Plan, Daily Sales Report, Sales Forecast & Month end or Year end Stock Report.
- To chair a "DAILY PROGRESS MEETING" with all the concern department every morning to ensure that each department can run the production smoothly and also update the new information from the customer like change of working day(s), delivery date or require quantity.
- Calculate require quantity of raw materials for production.
- To ensure all the raw materials can receive on time to meet production schedule.
- Arrange special schedule with production for new mould test run and submit the sample to the customer to get the approval before start any mass production.

Reason for leaving : Shift to Johore.

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

LAST DRAWN SALARY

Gross Salary : RM 6,500.00 per monthAllowance : RM 500.00 per month

EXPECTED SALARY

~ RM 6,000.00 (Negotiate able)

AVAILABILITY

~ Immediately

REFERENCES

~ Available upon request.