



JALINAH MOHAMED RIPIN

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Date of birth: 6th January 1978

Nationality : Malaysian

PROFILE AND OBJECTIVE

High motivated, competent and enthusiastic who is willing to strive to achieve my goals. I believe that, to be a successful person, one has to be responsible, practice good work ethics, be honest and have good judgement, which can only be gained through experience. I am flexible and easily adapt to various work settings. Seeking for a rewarding and challenging career.

EDUCATION AND QUALIFICATIONS

1998 – 2001	University of Malaysia Sabah, Bachelor of Chemical Engineering (Hons)
1996 – 1997	University of Malaysia Sabah, Science Matriculation
1991 – 1995	Sekolah Menengah Kebangsaan Sultan Ismail Johor Bahru, Johor

EMPLOYMENT EXPERIENCE

2010 until Present

Section Head

Industrial Resins (Malaysia) Sdn Bhd

Job Description :

- Responsible for safe and efficient operation and maintenance of the plant and its supporting facilities.
 - To develop action plans, organize resources and manpower under control
 - To implement and control activities to achieve production, safety and quality targets
 - Responsible for any project activities arises from plant upgrading, process modification, quality improvement or other department/subsidiary assigned to.
 - To plan production schedule based on marketing/sales input
 - To establish maintenance program for all equipment including process facilities, utilities, workshop, building, safety equipment
 - To ensure procedures and activities comply with ISO 9001 requirements. Responsible for corrective actions for non-compliance
 - To optimize consumption of raw materials, chemical and utilities
 - To initiate product development and process improvement
 - To maintain no Lost Time Accident (LTA) and good housekeeping
 - To prepared monthly production report
 - To motivate, train and develop personnel under his charge
 - To provide inputs on production target and plant maintenance planning for Management and Quality Plan
 - To promote Quality Circle Program (QCC) for solving process and quality issues
 - Participate actively as internal auditor to perform periodic internal audit program
 - Involve and participate actively in quality improvement program such as Process Audit, Root Cause Analysis, Corrective & Preventive Action, SOC, FMEA and Lean Management
 - Committee member of ISO 9001, OHSAS 18001 and ISO 14001
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2007-2010: Assistant Manager Industrial Resins (Malaysia) Sdn Bhd

Job Description :

- To ensure the safe and efficient production of resins plant by controlling losses, quality operation of manpower
- To initiate product development and process improvements
- To liaise with DCS vendor and other vendor as appropriate on maintenance
- To assist Head of Resins in drafting Training Plan
- Provide periodic on the job training to subordinate
- To assist in plant turn around planning/implementation
- To resolve existing plant problems during start-up and process troubleshooting related to quality problem
- To assist Head of Department in developing product formulation recipes, raw material, specification and finished product specification
- To develop Standard Operation Procedure (SOP) for existing new process and interlock description
- In charge for Quality Assurance and ISO housekeeping

2003-2007: Engineer Industrial Resins (Malaysia) Sdn Bhd

Job Description :

- Responsible for applying knowledge of plant process, unit operations and chemical reactions to optimize plant operation
 - To review the existing SOP, quality and quantity issues, process flow and set up
 - To assist in resolving existing plant problems during start-up and process trouble-shooting to resolve quality and quantity problem
 - To formulate program plan delineating what is to be accomplished and the method to be employed.
 - To familiarize with DCS/Process Software operation and through understanding on its applications
 - To assist in technical and economic studies covering plant production trials, process design improvements, manufacturing cost reduction, environmental compliance and implementing ISO 9001 system
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TECHNICAL SKILLS

Computer Skills

- User of Microsoft Operating System : Windows 98, 2000 and XP. A highly proficient user of all Microsoft Office Suite (Word, Excel, Power Point)
- Regular user of various email packages and competent navigating through the Internet for research, information and communication

Core Non-technical Skills

- Teamwork – clearly understand the importance of teamwork, have had great opportunities to develop and implement effective team-working skills such as communication, motivation, and supporting team members at work and other activities

PROJECTS

2003 – 2004

Involved in plant upgrading project with the addition of reactors, dryers and other equipment to enhance plant capacity 30,000 mts/year to 50,000 mts/year. In cooperation with PVC expertise from EVC, UK to increase production capacity and system upgrading from open system to closed system.

2008

Collaboration with PVC experts from LG Plastic, Korea for upgrading charging rate from 7.7 mts/batch to 8.3 mts/batch

2010

Collaboration with fabricator company for the design and fabricate new tanker unit of 30 mts capacity

2011

Lead the shutdown committee to work on 'open tank' of Butadiene Tank (5000 m3) for JKPP inspection

PERSONAL CHARACTERISTICS AND STRENGTH

Able to think logically, analyze problem precisely and produce workable solution. Fast learner and able to deal with uncertainties and also can deal with pressure and stress. Eager to learn something, adaptable, determined and motivated person who able to work in team or individually. Time management skills, Good interpersonal skills, friendly, easy to mix up and dealing with people.

COURSE/SEMINAR ATTENDED

- *World Class Productivity & Quality Culture Auditing & Monitoring, 2005*
- Understanding and Implementing QMS and Business Process and Internal Quality Audit, 2007
- ISO 9000 :2000 Series Auditor/ Lead Auditor Course, 2008
- Seminar on Efficient Management of Electrical Energy Regulation, 2008
- MPA-PRPG Technical Seminar on PVC, 2009
- CICM Seminar/Road show on Environmentally Hazardous Substance (EHS) Notification and Registration Scheme, 2009
- Boiler and Burner Operation by Vickers Hoskins (M) Sdn Bhd, 2009
- Occupational Safety & Health Committee, 2009
- *PVC Formulation 2009, Market trends and technical development in PVC additives and compounding at Cologne, Germany, 2009*
- Teambuilding Program, 2010
- Transforming Managers/Executives to be High Performance Leaders Program, 2010
- Understanding of ISO 9001: 2008 Quality Management System, 2011
- ISO 9001 Process Based Internal Auditing, 2011
- *Joint Seminar and Exhibitions in Chinaplass 2011, Asia No 1 Plastic& Rubber Fair, Guangzhou, PR China*
- QMS Audit Report Writing, 2011

LANGUAGES

Fluent in Malay and English both spoken and written

MISCELLANEOUS

- Availability : 1 months' Notice (Nego)
 - Willing to travel : Yes
 - Expected Salary : RM 6,500 (NEGO)
 - Posses Own Transport : Yes
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REFERENCES

Dr Azli Surip
Head of Safety and QMS
Industrial Resins (Malaysia) Sdn Bhd
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Isa Mahbob
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