RESUME OF

SAPURA BINTI TAHIR
No. 3, Jalan SS 5/4, Sri Saujana,
81900 Kota Tinggi, Johor.
Tel.: 013-7272324

E-mail: sapt59@yahoo.com

PERSONAL DETAILS

Permanent Address	:	No. 3, Jalan SS 5/4, Sri Saujana, 81900 Kota Tinggi, JOHOR DARUL TAKZIM
Identity Card No.	:	710330-01-6176
Date of Birth	:	March 30th, 1971
Age	:	42 years old
Marital Status	:	Married with three children
Gender	:	Female
Nationality	:	Malaysian
Religion	:	Islam
Health Status	:	Healthy
Spoken and Written Language	:	Malay and English (Excellent)

EDUCATIONAL BACKGROUND

Year	Level	Institution Name	Accomplishment	Rewards
1993-1995	*Tertiary*	Universiti Kebangsaan Malaysia (U.K.M.), Bangi, Selangor.	Bachelor of Science with Honours (2nd Class Upper Division) in Computer Science * CGPA : 3.19	
1989-1992	*Tertiary*	Universiti Putra Malaysia (U.P.M.), Serdang, Selangor.	Diploma in Computer Science * CGPA : 2.867	**Dean's List** with GPA as 3.6 in Final Semester
1987-1988	*Secondary*	Sek. Men. Perempuan St. Mary, Kuala Lumpur.	Sijil Pelajaran Malaysia * 1st Grade – 18 Aggregate	
1984-1986	*Secondary*	Sek. Men. Bandar Mas, Kota Tinggi, Johor.	Sijil Rendah Pelajaran * 9 Aggregate (A Grade)	**Best Student** 1986

CO-CURRICULAR ACTIVITIES

Tertiary Level
Exco Member, Bachelor of Computer Science Committee
Vice President, Kompang Gema UNIPERTAMA Club (UPM)
Member, Chess Club

SPORTS

Tertiary & Secondary Level
Chess	:	College & District Representative
Netball	:	College & School Representative

WORKING EXPERIENCES

Month/Year	Position	Employer Name	Roles & Responsibilities
Jul'00-Present	*MIS Manager*	Flextronics Technology (M) Sdn. Bhd. (264756-H), Lot Plo 226D & 227A, Kaw. Perindustrian Senai III, 81400 Senai, Johor.	* Manage and lead MIS team in Senai plants to meet the Company's goals and business strategies. * Responsible for IT project management involving scoping, UAT, commissioning and system lifecycle. * Oversee the overall software and hardware upgrade and responsible for IT Disaster & Recovery plan (DRP). * Involve in monthly/quarterly/yearly IT budget, costing, RND to fulfill end users and customers requirements. * Responsible for Manufacturing Execution System. * Coordinate and work closely with Corporate IT on WAN setup and commissioning of the MPLS circuit. * Responsible for PABX system installation and support, and work closely with service provider to meet the SLA. * Expert in setting up and administration of Windows 2000/2003/2005 Server, SQL7.0/2000/2005, McAfee Antivirus, MSOffice and other office applications. * Experience in handling ERP system (Baan V). * Act as a SME in Quality Management System (QMS). * Actively involved in LEAN/KAIZEN/SGA projects for system and process improvement/innovation. * Providing technical support on IT Hardware and Software for 24 x 7 computing environment, and ensure the continuity of business processes.
Mar'99-Jun'00	*IT Manager*	Colombia Pacific Hospital, No. 292, Jln. Haruan 2, Oakland Commercial Centre, 70300 Seremban, Negeri Sembilan.	* Responsible in setting up overall LAN, Telecommunication system and infrastructure for CPH. * Responsible in deployment of Healthcare Information System (PROCARE System) which was running on IBM Aix 4.3 operation system (IBM RISC 6000), and using UNIFY 2000 as a database. * Responsible for overall IT related matters, PABX, and involved in any new system setup for Columbia Pacific Groups which located in Shah Alam, Bintulu, Miri and Vietnam.
Aug'97-Feb'99	*System Engineer*	Samsung Electron Devices (M) Sdn. Bhd., Lot 635 & 660, Tuanku Jaafar Industrial Park, 71450 Sungai Gadut, Negeri Sembilan.	* Responsible for overall system administration for HP-UX 10.20, SAP R/3 3.1I, ORACLE 7.3.3, and also in-charge in project planning for hardware and software upgrade/enhancement. * Experience working with KPMG Germany for almost one year during SAP R/3 project implementation for SEDM. * Responsible and expert in SAP R/3 Engine upgrade from version 3.0F to 3.1I, and also experience in Oracle database engine upgrade from 7.2.3 to 7.3.3. * Responsible for backup strategy and planning using backup tools called OMNIBACK 2.55. * Appointed as a leader for Y2K project, DRP and IT System Security to ensure the continuity of business processes.
Nov'95-Jul'97	*MIS Executive*	Hitachi Air-Cond. Products (M) Sdn. Bhd., 10, Jln. Kemajuan, Bangi Industrial Estate, 43650 Bandar Baru Bangi, Selangor.	* Responsible in overall system administration for NOVELL Netware 3.x/4.x, Hitachi Unix (HI3500), Lotus cc:Mail for English and Japanese version, and MRP System called TRITON. * Responsible in setting up LAN, internal and external e-mail, and propose for any hardware or software enhancement for HAPM. * Directly involved in FINANCE module deployment, and as a backup in Distribution and Manufacturing modules deployment of TRITON System.

COURSES/SEMINAR ATTENDED

Date	Organizer	Venue	Course Title
Nov'12	*Flextronics*	Flextronics PTP	Shop Floor Control System version 2.8.19
Jul'11	*Flextronics Int.*	Flextronics University	Lean Kaizen Tools
Mar'07	*Flextronics*	Savanna Cove, Desaru.	Management Team Building
Sep'04	*Flextronics Int.*	Flextronics Senai, Johor.	Baan V, and Decision Support System on Supplier Management System
Aug'04	*Flextronics Int.*	Flextronics Penang	Shop Floor Control System version 2.0.1.
Feb'02	*NEVILLE-CLARKE*	Hyatt Regency, Johor.	Documenting & Implementing An ISO 9001:2000 QMS.
Jan'01	*Flextronics Int.*	Flextronics Changi, Singapore.	Material Decision Support System
Jan'01	*NEVILLE-CLARKE*	Crystal Crown Hotel, Johor.	ISO 9000 Awareness Training.
Jan'99	*KEPNER TREGOE*	Samsung Training Center, Negeri Sembilan	Problem Solving & Decision Making.
Jul'98	*ARGI Management Consultants*	Samsung Training Center, Negeri Sembilan	Six Sigma.
Oct'97	*Hewlett Packard*	HP Training Center, Kuala Lumpur.	HP-UX Series 800 Performance & Tuning.
Oct'97	*SAP Malaysia*	SAP Training Center, Kuala Lumpur.	BC360 Technical Core Competence - UNIX/Oracle.
Jun'96	*MCSB*	MCSB Training Center, Kuala Lumpur	Lotus cc:Mail Release 2.21
Apr'96	*MCSB*	MCSB Training Center, Kuala Lumpur	Novell NetWare 4 Administration.
Nov'95	*Baan Malaysia*	Baan Training Center Subang Jaya, Selangor.	TRITON Tools (Development)
Sep'95	*Hewlett Packard*	HP Training Center, Kuala Lumpur.	HP-UX 9.0 System Administration for Multi-user System.

ADDITIONAL INFORMATION

➢ Able to work independently with strong interpersonal skills.
➢ Have a good communication skill with all levels of people.
➢ Good command of English and Bahasa Malaysia (spoken and written).
➢ Active in Project Management, Dedicated, result oriented and able to work under pressure.
➢ Computer literate, and expert in analytical skills.
➢ Strong management skills and good in problem solving and decision making.
➢ Posses own transport and driving license.
➢ Active in sports, i.e. netball and indoor games like chess.

REFEREES

Mr. KS Lai
(General Manager),
Flextronics Technology (M) Sdn. Bhd. (264756-H),
Lot Plo 226D&227A, Kaw Perindustrian Senai III,
81400 Senai, Johor.
Tel: +60 19 773 0776

Mr. NG WAI CHONG
(MIS Project Manager)
Flextronics Technology (M) Sdn. Bhd. (264756-H),
Lot Plo 226D&227A, Kaw Perindustrian Senai III,
81400 Senai, Johor.
e-mail: waichong.ng@flextronics.com
Tel: +60 19 757 8896