

IRWANA BINTI ABD MALEK

Address

No 11940, Jalan Merpati 8,
Bandar Putra,
81000 Kulai,
Johor Darul Takzim
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Career Objective

To acquire a challenging position in an environment where I can utilize my working experience, skill and education for the company development.

Personal Particulars

IC Number : 760518-08-5929/A3316393
Age : 37 years old
Date /Place of Birth : 19 03 76/ Malacca
Nationality : Malaysian
Religion : Islam
Hobbies : Travelling and Reading
Language Spoken /Written: English and Bahasa Melayu

Education

Universiti Teknologi Malaysia,
Skudai, Johor Bahru
Bachelor in Technology Management

April 1999

Universiti Teknologi Malaysia,
Skudai, Johor Bahru
Master in Science (Human Resource Development)

September 2010

Work Experiences

- *TDK Lambda (M) Sdn Bhd (Planning Manager)* *July 2011 – present*
- *TDK Lambda (M) Sdn Bhd (Assistant Planning Manager)* *April 2010 –June 2011*
- *TDK Lambda (M) Sdn Bhd (Principle Executive)* *Sept 2009 – March 2010*
- *Nemic Lambda (M) Sdn Bhd (Senior Executive)* *July 2004 – August 2009*
- *Nemic Lambda (M) Sdn Bhd (Planner)* *July 1999 – June 2004*

Jobs Description:

Production Control:

- *Monitor and coordinate with planner in preparing of production schedule .*
- *Monitor and coordinate with planner for material expediting from purchaser & planned the production loading to comply with customer requirement.*
- *Monitor on the month end activities for Planning Department*
- *Responsible for year and monthly capacity planning*
- *Raise red flag or concern to management*
- *Manage and monitor daily and monthly production output and sales target and achievement*
- *Improve and establish internal and external communication*
- *Monitor business trend and changes*
- *Practice and implement in accordance to the requirement of ISO9001 and ISO14001*
- *Monitor sectional performance.*

Ordering/New Project Development

- Responsible to supervise the orders processing
- Manage and monitor overall planning, material and sub contractor functions.
- Coordinator on new project/system development for Planning Department.
- Improve planning activities to meet current business trend.
- Responsible and monitor direct communication and enquiry from customer.
- Managing the utilization of a BAAN ERP system and SC Plan system for ordering process and customer enquiries activities.

Sub-contractor section

- Control deterioration and obsolescence of inventory at sub con location.
- Yearly review and renew contract agreement and coordinate with related department.
- Responsible for daily Production Control, Output and material control.
- Responsible for monthly capacity requirement planning and orders trends.
- Responsible for material arrangement to meet production planning and customer requirement.
- Responsible and monitor finish goods delivery and commitment.

Extra curricular Activities

1997

- Secretary Career Fair '97
- Exco Member for the Malaysian Entrepreneur and Young Technocrat Delegation to Riau, Indonesia
- Manager of Football Team for Inter College Sport
- Secretary Inter College Sports Meet

1996

- Head Of Program And Officiate Unit for Career Fair 96
- Executive of Director Career Unit for Career and Caunselling Club
- Exco Member for Women Health Day
- Secretary Business Management Conference 96

1995

- Head of Food & Beverage Unit for Career Fair 95
- Exco Member for UTM Open Day
- Executive of Director Career Unit for Career and Caunselling Club
- Counselor Peers for Caunselling Unit

1994

- Exco Member for UTM Open Day
- Counselor Peers for Caunselling Unit

Computer Skills

- Microsoft software and other Windows 98' based applications (Microsoft word, excel, power point)
- Microsoft Internet And Visual Basic. MRP, Baan ERP 5 version B & SC Plan.

Strenght

- Have initiative, curiosity; am creative and analytical
- Enthusiastic, engaging and persuasive
- Strong communication / public speaking skills-fluent in English & Bahasa Malaysia
- Professional demeanour & highly motivated

Certificate Training

- October 2004 Cost Control For Production Management
- April 2005 How To Handle People With Tact & Skill
- February 2006 Investigating, Handling & Managing Customer Complaints Effectively

C u r r e n t a n d E x p e c t e d S a l a r y

Current Salary : RM10,500

Expected Salary : RM15,000 (negotiable)

R e f e r e n c e s

1. Name : John Laing Apoi
Telephone No. : 07- 599- 3901 ext 801
Position : Senior Manager
Company : TDK Lambda (M) Sdn.Bhd.
Relationship : Superior

2. Name : Dr Roziana bt Shaari
Telephone No. : 07- 550- 2492
Email : rozianas@utm..my
Position : Lecturer
Company : UTM Skudai
Relationship : Research Supervisor

3. Name : Prof Madya Dr Nik Hasnaa binti Mahmood
Telephone No. : +603- 26154769
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Position : Lecturer
Company : UTM KL
Relationship : Lecturer During Master Study