

Dear Sir/Madam,

APPLICATION FOR VACANCY POSITION

Referring to the above subject, I would like to apply for the vacancy position or any suitable job as was recently made available in your company.

Please allowed me to introduce myself. Briefly, I have obtained my bachelor degree in Materials Science from Universiti Kebangsaan Malaysia (UKM) and graduated at the year of 2010 with a CGPA of 3.49 and was enlisted in Dean's List during my senior years. During this period, I have completed fundamental courses such as metallurgy, ceramic, polymers, composite and semiconductors materials. In addition, my degree also covered on some industrial involved courses such as corrosion and corrosion control, chemical analysis and microstructure of materials, testing and evaluation of materials and etc. At 2008, I attended courses for plastic injection moulding and ISO 9000 at the Centre for Instructor & Advanced Skill Training (CIAST) which is operated under the Manpower Department, Ministry of Human Resources Malaysia. Throughout the 3 years of studies in Materials Science, I hope to put the theories, which I have gained into practice and contribute positively towards the growth and prosperity of the company.

I am highly motivated and dedicated person that work well with other people and very much keens to learn new things. My experience learned in Escatec Mechatronics Sdn Bhd. and SCM technologies Sdn. Bhd. allowed me to further develop and strengthen wide range of skills to blend with the organizational culture and propel the team to new height of success. It will be a great pleasure if I could have the opportunity to join your company.

Attached herewith is my latest resume for your perusal. Please do not hesitate to contact me for an interview at any time convenience to you. I hope to hear from you soon and your consideration is highly appreciated.

Thank You for taking time to read this.

Yours sincerely,

Tan Mei Hui

(Tan Mei Hui)

870824-23-5216



Tan Mei Hui

Date of Birth: 24th August 1987
Gender: Female
Nationality: Malaysian
Marital Status: Single
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No. 10, Jalan Austin Perdana 5/5,
Taman Austin Perdana,
81100, Johor Bahru, Johor.

Objectives

- ◆ To put in good practical use every single details of my academic knowledge and skill that I gained from the university and previous company.
- ◆ To contribute positively towards the growth and prosperity of my upcoming career in future undertaking.

Education

◆ **B. Sc. (Hons.) Materials Science**

CGPA : 3.49

Universiti Kebangsaan Malaysia (UKM), Bangi.

2007 – 2010

◆ **Sijil Tinggi Persekolahan Malaysia (STPM)**

CGPA : 2.87

Sek. Men. Keb. Dato' Jaafar, Johor Bahru, Johor.

2004-2006

◆ **Sijil Pelajaran Malaysia (SPM)**

Sek. Men. Keb. Dato' Jaafar, Johor Bahru, Johor.

2000-2004

Addition Course

Plastic Injection Moulding and ISO 9000 (May 2008 – 1week)

Organized by The Centre For Instructor & Advanced Skills Training (CIAST)

Manpower Department, Ministry Of Human Resources Malaysia

Experience

Project Engineer

SCM Technologies Sdn. Bhd

Aug 2010 – Dec 2013

Job responsibility:

- ◆ Developed material sourcing, cost saving and kaizen for process line layout.
- ◆ Coordinates and monitors projects' progression for mass production.
- ◆ Manage NPI and submission schedule for samples to customer.

- ◆ Responsible in improving on quality, yield and reliability for mass production.
- ◆ Dealing with deliveries of products for clients and raw materials from supplier.

Trainee (Internship)

Escatec Mechatronics

May 2009 – July 2009

Credit card sales executive (Part time)

Citibank (Malaysia)

Sept 2007 – June 2009

Skills

Communication skills

English, Mandarin, Malay and Cantonese

Computer skills

Microsoft Office (Words, PowerPoint , Excel); ERP; Adobe illustrator.

Strength

- ◆ Sense of responsibility.
- ◆ Energetic and self-disciplined.
- ◆ Willing to learn and render assistance readily.
- ◆ Fast learner, resourceful and efficient.
- ◆ Self-confident, aggressive with high personal and career goals.
- ◆ Adapt easily to new organizational environments and function independently.
- ◆ Work creatively with imagination
- ◆ Possess lots of initiative and self-motivated with a highly objective and result driven mindset.
- ◆ Positive attitude and excellent team player.

Job Preference

Date of availability: January 2014

Expected salary: RM 3800.00

Reference

Ms. Tan Chew Fong

Manager of Engineering Department

Escatec Mechatronics Sdn. Bhd.

+607-3456090

Mr. Gary Chong

Assistant Manager of Engineering Department

SCM Technologies Sdn. Bhd

+607-3333088