



KHAIRUDDIN KADIS

Current Address

NO.71A,KG PAYA MENGKUANG,
81560 GELANG PATAH,
JOHOR BAHRU,
JOHOR

Personal Particulars

AGE : 32 YEARS OLD
BIRTHDAY : 15 NOVEMBER 1979
STATUS : SINGLE
RELIGION : ISLAM
RACE : MALAY
CITIZENSHIP : MALAYSIAN
I/C NUMBER : 791115016365

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Objective

To develop and enhanced skills to higher level of satisfaction towards the globalization era and able to move ahead in world class ranking management with excellent achievement to reach the goals of company mission and vision.

Working Experience (in summary)

To date 14th March 2011 the summarize of the working experience are as follows:

2002-2003 – Maybank Berhad (Skudai)- Contract Clerk

Working at Maybank Berhad (Skudai) as a contract clerk in duration for 6 months under customer service department, operational task is dealing with customers absolutely on deposit, withdrawal and submission form of remittance and cheque clearance process at back office, filling and update on housing loan payment and dealing with customers at front office, delegate on customers in the aim to ensure daily routine task are under control to avoid crowded.

2004- 2006 M&R Powershop (Clerk)- 2 Years

Start working at Port of Tg.Pelepas as a Technical Planner for M&R Department, Operation Division. Work scope on related with equipment planning for maintenance purpose in the aim to ensure availability and utilization of the equipment is at above 97%. Equipment related such as prime movers, stackers, forklift, trailers and support vehicle equipments.

2006- 2007 (Planner) – 1 year

Position : Planner

Work scope related with customer service & planning for maintenance involve in analysis of maintenance progress, control labour, award penalty to maintenance provider and control cost of spare part usage and utilize EAM/ERP module in all aspect of maintenance. Listen to Customer complaints and response towards them. Manage staff under M&R Support Centre including supervisor and Frontdesk Assistant.

2007 until current (M&R Support Centre Executive) – 3 years

Position : Executive

Work scope involve in customers service, planning for maintenance, costing analysis, monthly & weekly performance report, scrap metals handling, controlling on tools & spare part store, controlling on VMT system for equipment at wharf for maintenance purposed, manage on man power arrangement for M&R support centre including supervisor & frontdesk assistant 24/7, fire drill representative for M&R support centre, manage and control man power under maintenance providers in the aim to follow the objective of the company to becoming the preferred port of choice in southeast asia.

Handling the EAM/ERP system in the aim to ensure spare part and all related items such consumables and others fast moving items are triggered efficiently through system and cost saving purposed are fulfilled accordingly.

Professional Experience

Professional experience such as follows:

1) PTP Process Excellence Team (Vendors Management Inventory Project)-Year 2008

Involve in Vendors Management Inventory Project (VMI) on part requisition, which has been awarded to Kinetics Link Services. This task projection targeted to reduce 5.5 million ringgit Malaysia on PTP Inventory part requisition in 5 years. This project has just begun on this year 2011, which drafting project started on years 2009.

2) PTP Process Excellence Team (Procure to Pay)-Year 2009

Involve in Administration process of goods delivery, in the aim to minimize the administration cost and analyse the process by identifying between value added and non -value added process. In hoping by new process would be more efficient and cost saving.

3) PTP Process Excellence Team (Human Resource Development)- Year 2010

Involve in Human Resource Development team, which consist a members from different departments to setup the new process flow of HR process in the aim to make it efficient and parallel with the world standard practice among the APMT Terminal Port including welfare, bonus, salary adjustment and other related benefit, which link to the KPI performance mid-year and yearly. Now the draft has been completed and already submitted to PTP Board for presentation.

Skill and Knowledge

Language :

Bahasa Melayu – Fluent
English – Fluent

Writing

Bahasa Melayu – Excellent
English – Intermediate

Information Technology:

Knowledge in PC Maintenance, Microsoft Office, EAM/ERP System, Dreamweaver, Microsoft Director 8.0.

Skills :

- a) Ability to deal with customers and response to any argument
- b) Ability to work independently
- c) Ability to work in under pressure work surrounding with targeted timeline

Club & Association

Martial Arts (Karate)

- Members of Shotokan Karate (KWF)
- Members of Kanazawa-Ryu Association (Shotokan Karate)

Educational Background

Below are my educational backgrounds from tertiary to secondary education since 1986 until 2008:

1986 – 1991 – Ujian Penilaian Sekolah Rendah (UPSR)

(Sek.Keb.Tiram Duku, Gelang Patah, 81560 Johor Bahru, Johor)

1992- 1996 – Sijil Pelajaran Malaysia (SPM)

(Sek.Men.Tanjung Adang, 81560 Johor Bahru, Johor)

1998- 2002 – Diploma in Valuation Surveying

(Univ.of Technology Malaysia)

2003- 2008 – Bachelor in Business Administration (Human Resources Management)

(Open University Malaysia)

Technical and Management Course

Management Courses attended are such as follows;

- a) Practicing Coaching & Counselling (Coaching Skills)- By Trainex Consultancy Asia
- b) Practicing Coaching & Counselling (Counselling Skills)- By Trainex Consultancy Asia
- c) Strategic Cost Management for Profitable Organization – By GDP Training Resources
- d) De Bono Thinking Systems – By Edward de Bono Pte Ltd (Singapore)
- e) Master Class-Employment Act, Industrial Relations and Disciplinary Inquiry-By SMI Asia
- f) Root Cause & Failure Analysis for Technical Group –By GDP Training Resources
- g) The ESQ Way 165- ESQ Leadership Training – By Dr (HC) Ary Ginanjar Agustian
- h) Executive Development Program – By Anugerah HRM Consultant Sdn.Bhd
- i) Yellow Belt Lean Six Sigma Training (PEX)- By PTP Process Excellence Dept
- j) Job Level Skills – By Alert-ED Systems Sdn.Bhd
- k) Charting New Horizon Team Building – By Port of Tg.Pelepas
- l) Team Mastery Training – By Dr.Hj Yahya Bin Ahmad
- m) "Executive Development Program" – By Dato' Lawrence Chan Kum Peng
- n) Information, Communication & Technology – By Cosmopoint Johor Bahru
- o) Microsoft Outlook 2007 Training – By IT Dept.Port of Tg.Pelepas
- p) Microsoft Access 2000 (Foundation & Intermediate) – By Demarco

Salary/Position Expected

Below are my current salary at Port of Tg.Pelepas and expected salary with negotiable:

Up to date current salary year 2011 : RM 2702.00
Expected Salary : RM 3700.00 (Negotiable)

Reference

Reference:

- a) Name : Rosli Bin Isnin
 Company : Port of Tg.Pelepas
 Position : General Manager M&R Department Port of Tg.Pelepas
 Contact Number : 07-5042222
 H/P Number : 019-7116185
- b) Name : Khairulsafri Bin Abdullah
 Company : Port of Tg.Pelepas
 Position : Manager QC (Quay Cranes) Section
 Contact Number : 07-5042222
 H/P Number : 019-7342402
- c) Name : Baharuddin Bin Hatim
 Company : Port of Tg.Pelepas
 Position : Powershop Manager
 Contact Number : 07-5042222
 H/P Number : 0197766420