

NadaraJa Maniam  
No 34 , Jalan Kemulian 35,  
Taman Universiti,  
81300 , Skudai, Johor

Date : 19 Jan 2014

To ,  
The Human Resource Manager,

Dear Sir ,

Ref : Application For The Post of Operation or Qa Manager .

With reference to the recent mail advertisement , I would like to forward my resume . I would like to take up the challenge of pursuing a dynamic career in your company, which I feel reflects my personal goals and interest.

I graduated from Institute Technology Negeri with a Diploma in Electronics Engineering .

I am in the manufacturing environment for the past 26 years ( 1986 ~2013 ) with vast exposure to the Japan MNC and American MNC.

I have vast experience in manufacturing audio video products ,actuators for hard disc , car stereos , pcbs ( single layer to multi layers ) , coil products ( bobbin and bobbinless ) and box built for radios , television , colour monitors , monochrome monitors , CPU and aluminium casting components .

I was the Management Representative for ISO 9001 and 14001 for the previous company. I am also a certified Lead Assessor for QMS & EMS I have vast experience as an internal auditor and 2nd party auditor.

Attached is my resume for your reference and consideration.  
I hope to be given an opportunity to prove my enthusiasm in a career with your company.

Original certificates shall be made available during actual interview.

Thank You

NadaraJa Maniam

( PLEASE REFER TO THE NEXT SHEET FOR THE BIODATA )



## Nadaraja Maniam

### Contact Info

Address	No 34 , Jalan Kemulian 35, Taman Universiti . 81300 , Skudai, Johor
Mobile no	012 - 3077421
Email	nadaraja71@gmail.com

### Personal Particulars

Age	49 years
Date of birth	20-Feb-65
Nationality	Malaysian
Gender	Male
Marital status	Married
IC No	650220-01-5605

### Educational Background

Field of study	Engineering in Electronics
Major	Electronics
Institute	Institute Technology Negeri
Grade	Diploma in Electronics

### My Goal

I will maximise the resources available to manage the products and people effectively by keeping in mind

- cost consciousness
- minimise waste
- maximise productivity
- reduce , recycle and safety conscious.

To excel as a capable and innovative individual in the organisation.  
The above shall be achieved through continuous training and education .  
A challenging career and a well balance life is equally important to me.

### As management team I shall implement

- Carry out all task given by the top management .
- Work being well organise and fairly allocated
- Assurance of opportunity for all individuals to contribute
- Willingness to communicate and listen to others opinion .
- Respect for ideas of others ( open minded )
- Teamwork
- A common pride in accomplishments .
- House - keeping ( 5s )

Cost reduction activities

**Personality**

Excellent cross cultural communication skills .  
Regional travelling exposure .  
Passion for continuous education and personal development  
Highly motivated and driven with strong desire to excel.( I can attitude )  
Event management  
Proven ability to work with staffs at all levels  
sense of responsibility  
Goal oriented with leadership abilities

**Certification**

2013 ENVIRONMENTAL LEGAL REQUIREMENT  
FLEXTRONICS PENANG  
2012 DYANAMIC WORKING HABIT  
FLEXTRONICS PENANG  
2011 IPC610  
FLEXTRONICS PENANG  
2007 : AWARENESS OF TS16949:2002  
( JS TRAINING AND SERVICES )  
2007 : ISO 14001:2004 LEAD ASSESSOR  
( BVQI )  
2006 : CERTIFICATE IN RADIATION PROTECTION FOR OFFICER  
INSTITUT PENYELIDIKAN TEKNOLOGI NUKLEAR MALAYSIA (MINT)  
2005 : CHEMICAL HAZARD COMMUNICATION  
( TOPESH )  
2005 : UNDERSTANDING RoHS REGULATIONS 2005  
( TOPESH )  
2005 : ISO 9001:2000 LEAD ASSESSOR  
( BVQI )  
2005 : CERTIFICATE IN ISO 9001 : 2000 (INTERNAL QUALITY AUDIT)  
MASLOW TRAINERS & CONSULTANTS SDN.BHD  
2004 : CERTIFICATE IN INTERNAL AUDITING OF ISO 14001 EMS  
QES IMPACT  
2003 ~ 2004 : CERTIFICATE IN ISO 14001 (EMS IMPLEMENTATION PROJECT)  
MASLOW TRAINERS & CONSULTANTS SDN.BHD  
2003 : FINANCE & ACCOUNTING FOR NON FINANCIAL MANAGERS  
( RAYMA )  
2003 : INTERNAL QUALITY AUDIT  
Q-PERFORMANCE CONSULTANT  
2003 : 7 QUALITY CONTROL TOOLS  
EMC MANAGEMENT CENTRE SDN.BHD  
2003 : THE PHOENIX PROGRAMME (LEADERSHIP & TEAM DEVELOPMENT)  
DIRECT RESULTS ASIA PACIFIC CONSULTING GROUP  
2002 : MANAGEMENT MIND  
( PHP )  
2002 : CERTIFICATE IN ISO 9001: 2000 (AWARENESS PROGRAM)  
MASLOW TRAINERS & CONSULTANTS SDN.BHD  
2002 : CERTIFICATE IN ISO COMMITTEE  
TOTOKU (M) SDN.BHD  
: CERTIFICATE IN ISO 9001 : 2000  
2001 : UNDERSTANDING & DOCUMENTING THE ISO 9001:2000  
( PACALLIANCE )  
1999 : UNDERSTANDING & PRACTISING EFFECTIVE INTERNAL QUALITY AUDIT

( PACALLIANCE )  
1998 : CERTIFICATE IN ISO 9001 : 2000  
UNDERSTANDING & DOCUMENTING THE ISO 9000 QUALITY MANAGEMENT  
SYSTEM - ( ASIQC )

#### Employment History

##### **Flextronics Penang.**

Designation            Production Manager  
Specialization        PCBA Assembly  
Industry                Electronics cisco router  
Duration                Sept 2010 - present

##### **Work Description :**

Department : Production Factory  
Report To : Mr Gunaraj

##### **Responsibilities :**

Manage day to day operation  
Lean management ( Lean academy /1 pcs flow / wip trigger )  
cell line management  
PPS board triggering ( prod plan / pm )  
material triggering ( 36 hr order / 24 hr preparation / 12hr bus terminal )  
Wip management ( star report )  
5S  
Operator certification  
Kanban ( min / max stock )  
visual mangement  
poke yoke  
SGA ( small group activity )  
Kaizen  
Jidoka trigger  
Waste management ( 7 waste )  
Supermarket management ( daughter card )  
Tack time management ( input trigger )  
Daily GYAT ( get your act together )  
Gemba walk ( weekly - detect muda )  
MRB review

##### **Reason for leaving**

Seek carrier advancement and oppurtunities nearer to home

##### **PS casting ( M ) sdn.bhd**

Designation            Operation Manager  
Specialization        Aluminium Die casting  
Industry                Automobile / motorcycles / electronics / medical  
Duration                Jan 2008 - sept 2010

##### **Work Description :**

Department : Casting Factory  
Report To : Mr Kanna

##### **Responsibilities :**

New model set-up - milestone chart  
Equipment and machinery planning  
Pre production / engineering run  
Operator training / certification  
New mould / test run / modify

Degateting  
Deburring  
Linishing  
Tumbling  
Sand blasting  
Buffing  
Indirect material management ( child part )  
Chemicals  
Mould maintenance plan ( last cast )  
Mould setup verification  
Minimum mould downtime ( MOQ )  
Scrap management  
RMA from customer .  
Recycle parts  
Safety stock for materials  
Expensive materials min stock  
Customer meetings  
Customer audit  
Qa alerts / countermeasure implementation/ parallel implementation  
Internal auditor  
Supplier audit ( 2nd party )  
Safety briefing daily  
Protective personal equipments ( PPE )  
5S  
Annual fire drill ( Bomba )  
Poka yoke ( trimming tools )  
Profit and loss management  
Reporting to Top management weekly and monthly  
Schedule waste management  
- storage / disposal / inventory  
RoHS representative  
Operational monitoring / performance  
Budget

Quality activities  
PDCA / TQM / ISO 9001: 2008 / ISO 14001 / RoHS

Reason for leaving  
Closed its manufacturing plant in Malaysia .

**Totoku ( M ) sdn.bhd**

Designation	QA manager
Specialization	Computer Hard disc ( carriage assembly )
Industry	Computer and television related products
Duration	oct 1997 - dec 2007

**Work Description :**

Department : QA / Manufacturing / Admin  
Report To : Mr Inoue san

Responsibility:

**QA**

Quality plan  
Critical parameter list  
spc  
Packing standard  
Incoming inspection

Inprocess inspection  
Outgoing inspection  
NCR  
Supplier audit  
Internal audit  
Self audit  
Customer audit  
External audit / CB audit  
Internal calibration  
External calibration ( SAM 17025 )  
RoHS report  
X-ray / internal / customer / gov body - MINTH  
Coil winding ( bobbin / bobbin less )  
Rework  
Customer quality meeting ( monthly / lot reject )  
Cost management( rework )  
MRB  
Management representative - QMS  
Budget  
Department KPI  
Kaizen  
cell concept  
clean room process / PPE  
Training / OJT / certification  
Continuous improvement / corrective action / preventive action

Reports  
Quality performances - internal / external / customer / 8D report

ISO 9001  
Develop and maintain / conduct management review

#### **Production**

Manage day to day operation  
Production schedule / target  
Operator training / certification / cross training  
Reject management / Quality alert  
Cost management  
JIT / minimum stock on line  
Consumable tools / safety stock  
Budget / Department P&L  
KPI  
schedule waste management / inventory  
RoHS compliance  
Poka yoke  
PDCA / 4M  
5S  
Kaizen Team ( Development and management )  
Continuous improvement / corrective action / preventive action / parallel implementation  
Usage of calibrated tools / equipments / Dummy sample  
Safety / MSDS / CSDS  
cell concept / all process  
In line inspection  
Stock take / internal / external

#### **Admin**

Building maintenance / cleaning / repair / sewerage.  
Transport contractors - appoint route / payment / tendering .  
Maintenance company vehicles / car service / road tax / accidents  
Electricity / water cost control  
Cleaners / drivers management/ scheduling/ despatch work  
Hostels and condominium / rent / repair / tendering new  
Monthly 5S audit  
Company annual calendar  
KPI / target / achievements / Department P&L  
Event management / company annual dinner / kick of cell concept  
Training / team building / teamwork

#### ISO 14001

Management representative - EMS  
Develop and maintain / conduct management review  
Impact / aspect / significant list  
Legal requirement / Bomba / JKPP / MBSA / DOE / Indah water / customer requirement  
Compliance to legal requirement  
Annual fire drill / Emergency assembly area / headcount  
ERT team / fire / first aid / chemical spill - chemical shower / saw dust  
Zone leaders  
Schedule waste management  
- appoint approved supplier for schedule waste  
- recycle activities  
- Waste management / inventory to DOE  
- product assesment for waste  
Annual audiometric test / noise mapping  
Annual water discharge - standard B ( non water catchment area )  
Annual air quality - soldering process  
PPE  
Training related to safety / first aid/ fire /chemical spill.

#### Audits

Present and attend to all government body and customer enquiries relating to safety environment and others

#### Other capabilities

One of the pioneers to be trained as multi task manager ( outside japan ) as per sony requirements.  
Computer - excel / powerpoint

#### Reason for leaving

Totoku closed its manufacturing plant in Malaysia .

#### **WISRS ( M ) sdn.bhd**

Designation	Manufacturing Manager
Specialization	PCB assembly
Industry	Hard disc / computer related products / medical products
Duration	Jun 1991 - oct 1997

#### **Work Description :**

Department : PCBA Assembly  
Report To : Mr Gan

Responsibilities :

New model set-up / transfer - milestone chart  
Represent company during transfer and audit checksheet  
Equipment and machinery planning  
Pre production / engineering run  
Operator training / certification  
Arrange sequencer machine for component arrangements  
Arrange for axial component machine  
Arrange for Radial component machine  
Arrange for epoxy dotting machine for smt components  
Arrange for solder paste machine for smt components  
Arrange for smt placement machine  
Arrange for IC placer machine  
Subcon management / scheduling / delivery

To run the double wave soldering machine  
To manage soldering machine maintenance  
To run the touch line after soldering PCB  
To inspect the PCB using ICT tester  
To manage final visual inspection / packing .

PCB repair for pattern lifted and salvage board / components / ICT / functional failures.  
Rework PCBA for visual inspection / functional failures  
Manual soldering with or without temperature controller.  
Soldering flux ( resin based / water based )  
Soldering station management .  
Washing machine for PCB ( DI )  
Burn in process  
Baking process  
RMA  
MRB / Scrap management / disposal  
Incoming defect  
Production reports / monitoring / reporting to top management.  
Quality meetings / customers meeting  
NCR  
Stock take internal / external / suppliers  
Poka Yoke jigs  
Budget / Department P&L  
Internal auditor ISO 9000  
Box build / cpu / monitor monochrome / colour  
Multilayer PCB / fibreglass PCB - northern telecom / medical - octal

Reason for leaving  
WISRS closed its manufacturing plant in Malaysia .

**AIWA ( S ) PTE . LTD**

Designation	Supplier Quality Engineer
Specialization	Box build
Industry	Audio / video products
Duration	July 1988 - Jun 1991

**Work Description :**

Department : Sub-con supporting department  
Report To : Mr Hiruma san

Responsibilities :

New model set-up / transfer - milestone chart



Represent company during transfer and audit checksheet  
Equipment and machinery planning  
Material planning  
Pre production / engineering run / setup  
Operator training  
Subcon management / scheduling / reliability set / delivery

To run the double wave soldering machine  
To manage soldering machine maintenance  
To run the touch line after soldering PCB  
To inspect the PCB using ICT tester  
To manage the functional tester for AM / FM adjustment  
PCB repair for pattern lifted and salvage board / components / ICT / functional failures.  
Rework PCBA for visual inspection / functional failures  
Manual soldering with or without temperature controller.  
Soldering flux ( resin based / water based )  
Soldering station management .  
Mecha deck / assembly / testing / wow flutter / noise  
RMA / internal / external-pcb auto insert  
MRB / Scrap management / disposal  
Incoming defect  
Production reports / Quality report / monitoring / reporting to top management - weekly.  
Quality meetings  
NCR  
Stock take internal / external / suppliers  
Poka Yoke jigs  
Kaizen / IE activities  
cost reduction  
Line balancing / process distribution  
Box build - headphone stereo  
Packing and shipment ( special seal on boxes )

#### Achievement

Participate in PIP - Production improvement Plan ( 200% productivity below 1% rejection )  
Continuously achieve the result for 3 months and nominated the best supporting staffs.

#### Reason for leaving

Seek carrier advancement and oppurtunities back in malaysia .

#### **ASAHI ELECTRONICS ( M ) SDN . BHD**

Designation	Prodution Supervisor
Specialization	PCB assembly
Industry	Audio / video products
Duration	May 1886 - July 1988

#### **Work Description :**

Department : PCBA Assembly  
Report To : Mr Leong

#### Responsibilities :

New model set-up  
Pre production / engineering run  
Operator training

Manual insert line  
To run the 1 dipping soldering machine

To run the component lead cutter  
 To run the double wave soldering machine  
 To manage soldering machine maintenance  
 To run the touch line after soldering PCB  
 To inspect the PCB using ICT tester  
 To manage the functional tester for AM / FM adjustment  
 To manage final visual inspection / packing .

PCB repair for pattern lifted and salvage board / components / ICT / functional failures.  
 Rework PCBA for visual inspection / functional failures  
 RMA  
 Scrap management / disposal  
 Incoming defect  
 Production reports / monitoring / reporting to top management.  
 NCR

Reason for leaving  
 Seek career advancement and opportunities .

languages		
( Proficiency : 0 = poor / 10 = excellent )		
Language	spoken	written
Bahasa Malaysia	10	10
English	10	10
Tamil	10	

Availability : 2 months upon issuance of appointment letter.

Miscellaneous	
Current salary	RM Neg
Expected salary	Neg
Willingness to travel	No problem
Willingness to relocate	No problem

#### Reference

##### Mr Parameswaran

Relationship Former working colleague , Jabil Penang sdn.bhd  
 Designation Business unit manager ( Vietnam )  
 Mobile 012-7746223

##### Mr Gunaraj

Relationship Immediate superior in Flextronics Penang  
 Designation Senior Director  
 Mobile 012-4841461