

# RESUME

**Jamie Teo Pot Chin**



## Contact Info

**Address (1)** : No.9781, Jalan Kasawari, Bandar Putra, 81000 Kulai, Johor Darul Takzim.  
**Address (2)** : No.19, Jalan Kenanga, Taman Selatan, 83700 Yong Peng, Johor Darul Takzim.  
**Telephone No.** : +6-07- 4677702  
**Mobile No.** : +6-012-7598411  
**Email** : [pcteo\\_2006@yahoo.com](mailto:pcteo_2006@yahoo.com)

## Personal Particulars

<b>Age</b>	: 33 years 10 months	<b>Date of Birth</b>	: 07 Sept 1979
<b>Nationality</b>	: Malaysia	<b>Gender</b>	: Female
<b>Marital Status</b>	: Single	<b>IC No.</b>	: 790907-01-5278
<b>Permanent Residence</b>	: Malaysia		

## Educational Background

### Highest Education

<b>Level</b>	: Bachelor's Degree	<b>Grade</b>	: Grade B/2nd Class Upper
<b>Field of Study</b>	: Information Technology		
<b>Major</b>	: Network		
<b>Institute / University</b>	: University Utara Malaysia		
<b>Located In</b>	: Malaysia	<b>Graduation Date</b>	: Sep 2003

**Second Highest Education**

<b>Level</b>	: Higher Secondary/STPM/"A" Level/Pre-U	<b>Grade</b>	: Pass/Non-gradable
<b>Field of Study</b>	: Business Studies/Administration/Management		
<b>Major</b>	: Management		
<b>Institute / University</b>	: School of St' Theresa		
<b>Located In</b>	: Malaysia	<b>Graduation Date</b>	: Jan 1999

**Certification**

	<b><u>Year Obtained</u></b>
Purchasing And Supply Management	2006
Material And Inventory Control	2009
Techniques in negotiating with vendors & suppliers	2010
Developing supervisory & leadership skills	2013

**Company Awards History**

Panasonic Communication Malaysia 26<sup>th</sup> anniversary (Year 2006)

Director group award - in recognition and appreciation of group's outstanding performance and dedication.

Panasonic Communication Malaysia 27<sup>th</sup> anniversary (Year 2007)

Director group award - Implementation of EDI delivery order & Invoice for raw material.

Panasonic System Networks Malaysia 30<sup>th</sup> anniversary (Year 2010)

Director group merit award – Improved material cost down by 7.8% and successful reduced 60% of item order lead time

Panasonic System Networks Malaysia 32<sup>nd</sup> anniversary (Year 2012)

Managing director group merit award – Successfully normalized factory operation during the Thailand flood crisis.

Panasonic System Networks Malaysia 33<sup>rd</sup> anniversary (Year 2013)

Director group merit award – Realizing supplier's payment term to improve company cash flow.

## Employment History

1. **Company Name** : Panasonic System Networks Malaysia Sdn Bhd (Senai)  
**Position Title** : Purchaser  
**Position Level** : Senior Executive  
**Specialization** : Purchasing/Inventory/Material Management  
**Industry** : Manufacturing  
**Monthly Salary** : RM 3900  
**Date Joined** : Aug 2004 **Date Left** : Jul 2013  
**Work Description** :
- 1) To brief to vendors about purchasing basic requirements which related order, delivery, quality, price, forecast, etc.
  - 2) To lead & support team member in daily purchasing operation & problem solving.
  - 3) To guide the new member & briefing about purchasing job function & operation during on-job training.
    - To responsible on checking delivery status and getting vendor confirmation and acknowledgement upon PO issued.
    - To make sure supplier arrange delivery on time & production running smoothly.
    - To coordinate between QC and Vendor when there is quality problem. Follow up on replacement and countermeasure taken to ensure not affected to production line.
    - To ensure no discrepancy of account statement in order to support accounting in releasing payment.
    - To enquire on the quotation from selected vendor and to ensure the quotation must be based on price, quality, delivery term, payment term, location, technical support. Negotiation is needed if quotation under company's requirement.
    - To ensure all material used in manufacturing shall satisfy current governmental and safety constraints on restricted, toxic and hazardous materials as well as environmental, electrical and electromagnetic considerations.
  - 4) To coordinate weekly meeting with planner on production trend changes & critical material update.
  - 5) To coordinate the job with related section such as store, account, Planning, IQC & Engineering
  - 6) To forecast & control overall monthly inventory amount base on BP target/forecast.
  - 7) To assist manager in management report /BP preparation.

2. **Company Name** : Dear Spring Sdn Bhd  
**Position Title** : Merchandiser  
**Position Level** : Junior Executive  
**Specialization** : Manufacturing/Production Operations  
**Industry** : Textiles / Garment  
**Monthly Salary** : RM 1700  
**Date Joined** : Jul 2003 **Date Left** : Jul 2004

**Work :**  
**Description**

Dear Spring Sdn Bhd involved in garment manufacturing company. Its factory located at Brunei and sales office at Singapore. JB office acted as coordinator between sales and factory. As a merchandiser, i applied the standard policies and procedures in merchandising by supporting the sales and production in arrangement of sample submission, material planning & purchasing and generating production worksheet instruction until shipment to customer. Merchandiser responsible on submission garment sample and accessories based on customer's specification and requirements until getting customer's approval. Material planning and purchasing is based on sales figure which provided by sales people. Merchandisers have to work out a production worksheet and provided to factory in order to ensure factory operation followed as per worksheet instruction and production work on schedule, shipment ON TIME to customer. As conclusion. Time management is very important in coordinating an order from initial until shipment.

3. **Company Name** : Axis Computer Sdn Bhd

**Position Title** : Trainee

**Position Level** :

**Specialization** :

**Industry** : IT/ Network

**Monthly Salary** : RM 400

**Date Joined** : Mar 2002

**Date Left** : Jun 2002

**Work :**  
**Description**

During training period, I was assigned in network department. It was industrial attachment training for me to apply knowledge & skills that I've learned at my undergraduate study & expose myself to the real working environment.

**Top Skills**

<b>Skill</b>	<b>Years</b>	<b>Proficiency</b>
SAP system	9	Intermediate
Good communication skills, creative and thoughtful.	10	Intermediate
MS Office	10	Intermediate

**Languages**

**Proficiency** (0=Poor - 10=Excellent)

<b>Language</b>	<b>Spoken</b>	<b>Written</b>
Chinese	8	8
Bahasa Malaysia	8	8
English	8	8

### Additional Info

I am an outgoing and pleasant person, able to work hard independently and able to work in a team. I am willing to spend my time in improving & upgrading myself through the assignment given. I play my responsibility by fulfilling and completing the task assigned with proper reporting. I am always ready & willing to go for on-job training or relocate at any time should it be required. In order to become a valuable asset to the company, I shall render & utilize all my experiences, knowledge and skills in the tasks that are given by the company so as to achieve the company's goals and mission & advance together with the company.

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<b>Willing to Travel</b>	: <i>Medium (&gt;75%)</i>
<b>Willing to Relocate</b>	: <i>Will Consider</i>
<b>Possess Own Transport</b>	: <i>Yes</i>
<b>Expected Monthly Salary</b>	: <i>MYR 4900</i>
<b>Availability</b>	: <i>Immediately after notice period of 2 week(s)</i>

### References

#### 1. Mr. Lam Wai Yee

Relationship : Superior  
Position : Purchasing Manager  
Email : waiyee.lam@panasonic.com.my  
Tel. : 019-7701106

#### 1. Ms. Ashley Choo Lee Fen

Relationship : Ex-Colleague  
Position : Shipping Assistant Manager  
Email : Ashley\_choo@nittsu.com.my  
Tel. : 019-7554579