

Curriculum Vitae

PERSONAL PARTICULAR

Name : Ong Kiat Chuan
Citizenship : Malaysian
Gender : Female
Marital Status : Married
Date of Birth : 16-08-1968
Age : 44
Race : Chinese
Religion : Buddhist
Address : No.11 Jalan Bayu 22, Bandar Seri Alam,
81750 Masai, Johor, Malaysia
Telephone (Home) : 07-3870914
Telephone (Hand Phone) : 012-7230503
E-mail : OngKC-PUR@sepm.sei.co.jp
Height (cm) : 165
Weight (kg) : 56

EMPLOYMENT DETAILS

Employer Name : Sumitomo Electric Interconnect Products (M) SDN BHD (Japanese Company - Malaysia)
Duration : 2004 - Present
Position : Procurement Manager
Work Description : To develop systems and procedures for Procurement department to ensure optimal operating sufficiency and accountability in the organization and comply with statutory regulations.

- Select the most reliable sources and develop / maintain sound professional vendor relationship in order to ensure a continued supply of critical materials and services.
- Provide optimum vendor performance through supplier visits and development by expediting methods, maintenance of quality standards and establishment of good communication channels with vendor management and sales personnel.
- Keep management continually updated on current and long term availability of required materials and anticipated price trends to enable company to fully optimize market opportunities.
- Ensure multi-sourcing to provide adequate cushion, wherever needed.
- Source for new materials to improve cost effectiveness.
- Maintaining minimum raw materials inventory levels
- Participate in and support cost reduction and product improvement programs through purchasing expertise that reflects procurement savings gained through vendor analysis and the negotiation process.
- Handle sale of production scrap and select the most reliable scrap collector
- To carry and ensure all activity in comply ISO(9001,14001) and continues by following the Company's ISO requirements.
- To carry and ensure all activity in safely and health's manner by following the Company's OSHMS requirements.

Employer Name : R.G SDN BHD (Japanese Company - Malaysia)
Duration : 1999 to 2003
Position : R&D cum Purchasing Senior Executive
Work Description :

- Responsible for customer newly model and development activities including translation customer specification from Japanese version to English version
- To assist Sales activity and QA activity.
- Support and supervise daily running production activities
- Source for new materials or vendors to improve cost effectiveness.
- To introduce only environmental friendly material to manager level or other requirements.
- To segregate and dispose scheduled waste according to legal and other requirements.
- Obtaining the best price, best quality and efficient delivery for all material
- Ensure supplier delivery performance
- To conduct appropriate supplier evaluation
- To make decisions and approve official document on behalf of Manager as and when required.
- Supervise subordinates.

Employer Name : Uchida Yoko Singapore PTE LTD (Japanese Company - Singapore)
Duration : 1992 to 1998
Position : Chief Interior Designer
Work Description : - Provide creative design with company product base on customer company image, business and requirement
- In charge of facility management and drawing for presentation and renovation
- Appointed of the sub-contractor and vendors for whole project
- Obtaining the best price, best quality and best design to customer
- Supervised of all site project processing
- Overall in charge of Japan and Local project
- Support and supervise Sales department to sale company product cum with design

Employer Name : Uchida Yoko Ltd (Japanese Company - Japan)
Duration : 1992 (Apr) to 1992 (Sep)
Position : Assistant Interior Designer
Work Description : - Assist senior designer in all facets including survey and presentation
- Procurement trainee for liaison with sub-contractor and related vendors
- Assisting in setting up Uchida Yoko Singapore design department
- Using AutoCAD system to furnish design drawing
- Support and supervise to sales department

Part Time Work (In Japan) : Supervisor (In charge of fast food shop sale and cook)
Customer service (In charge of cake shop sale)
Production operator (In charge of operate machine)

Part Time Work (In Malaysia) : Translator (Japanese to English/Malay/Chinese)

EDUCATION

1987 to 1988 : Kokusai Gakuyukai Japanese School, Tokyo Japan
(Under Kokusai Gakuyukai Scholarship)

1988 to 1992 : Fukui University, Fukui, Japan
(Under Yoneyama Rotary Scholarship)
Degree of Bachelor Engineering (Architecture)
(Obtained JLPT Level 1)

1993 to 1994 : L.C.E School of Arts & Design, Singapore
Certificate of Residential & Commercial interior

PROFESSIONAL TRAINING AT JAPAN

The Association for Oversea Technical Scholarship (AOTS) Japan
- Personal Management and Facility Management

COMPUTER BACKGROUND

Auto Cad
Auto-Architect
MS Office

LANGUAGE ABILITIES

Spoken : Mandarin, English, Malay, Japanese, Chinese Dialect (Hokian, Teohchew)
Written : Chinese, English, Malay and Japanese

COMMITTEE MEMBERS OF

- Foreigner Students Association of Fukui University
- The association for Oversea Technical Scholarship (AOTS)
- Persatuan Alumni AOTS Malaysia (Japan-Malaysia Technology Center JAMTEC)
- Rotary Club (Japan)
- Housing Association Japan
- JAGAM Malaysia

Hobbies

Travelling, Reading, Singing, Spots(Badminton, Basketball, Sking)