**LEOW KEAN SENG (ALVIN)**

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**PERSONAL Place of Birth**  : Malacca, Malaysia

**PARTICULARS Sex**  : Male

**Marital Status** : Married

**IC**  : 681103-04-5081

**Health**  : Excellent

**Interest**  : Reading, Sports, Travelling & Music

**Language** : English, Bahasa Malaysia & Chinese

**EDUCATION** Catholic Primary School, Melaka (Jan’75 – Dec’80)

Catholic High School (Jan’81 – Dec’87)

Inti College (Jan’95 – Dec’96)

University of Central Oklahoma, USA (Jan’97 – Dec’99)

(Bachelor Degree of Business Administration in Business Management-Major in Supply Chain Management)

**HONORS AND** Dean's list 2 semesters

**ACTIVITIES**  Member of University International Management Club

Member of University of Human Resourse Club

**COURSES/** Inventory & Stores Management

**TRAINING** ISO 9001:2000 Internal Quality Auditor Training

ISO 14001:1996 Environmental Management System

**EXPERIENCE** **ASCOM NETWORK TESTING (M) SDN BHD**

**DIRECTOR OF SUPPLY CHAIN** (DEC’11 – PRESENT)

**Job Responsibilities:**

* Lead and drive cost reductions with freight forwarders, shipping lines, and transport operators to ensure cost reduction directives are met.
* Conduct Global Sourcing, Procurement and Purchasing to support factory located at Malaysia, Switzerland, Sweden, US, India, and China.
* Formulate and deploy procedures governing all aspects of (materials procurement, production and material planning, inventory management, master production scheduling and supplier development), supporting Ascom’s global operational excellence, customer satisfaction, product leadership and operating philosophy initiatives. Lead the transition to a demand-pull system by coordinating with sales, manufacturing and supply chain functions.
* Direct the activities of all functions involved in the sourcing/procurement/purchasing, planning, shipping, warehousing, and control of materials from the receipt of forecasting replenishment needs to the delivery of the finished product into finished goods inventory and delivery of products to customer(s).
* Provide overall strategic, tactical and operational direction and support to the organization to support best cost manufacturing strategy.
* Communicate the vision to suppliers to elicit them as partners in the new direction of global supply chain management. Develop and maintain on-going relationships with key suppliers and establish effective programs and processes of ensuring “best in class” supplier performance.
* Participate in the strategic and supply chains negotiation of major supplier contracts.
* Reducing supplier lead-times and financial risk with suppliers while leading efforts to develop a global supply chain strategy for the purchasing of custom-designed mechanical, electrical, and molded products.
* Leverage Ascom financial resources through the implementation of sound purchasing agreements on a global scale.
* Lead in the evaluation of in-sourcing strategies, assessment and deployment.
* Implement continuous improvement processes within the supply chain group, as well as with suppliers.
* Lead the effort in the design, development and implementation of integrated information systems within the manufacturing, materials, procurement, planning, logistics and distribution functions.
* Continuous improvement in sourcing activities by conducting the Low Cost Country Sourcing in China, India, Vietnam, Indonesia, and East Europe for new suppliers and materials.
* Assist in the evaluation of products by other divisions in the company and placement of products in best possible source.
* Develop and prepare costing as necessary for new products.
* Find, evaluate, and qualify contract and managed suppliers by using established criteria and processes.
* Develop a balanced network of contractors to ensure that there is ample capacity to meet the demands of the corporation.
* Assist in the introduction of new product and provide supply chains assistance to accomplish objectives.
* Working closely with Engineering to execute flawlessly on new product development client schedules ensuring on-time delivery in support of deployment timing.
* Monitor progress and evaluate the suppliers’ performance of all aspects of the sourcing process.
* Travel both domestic and off shore to assure efficient procurement of products from the suppliers.
* Negotiate pricing and conditions with suppliers and contractors.
* Ensure all contractors are following our specifications and consistently producing products that are within the prescribed tolerances.
* Work with Sourcing, Procurement, Purchasing Managers, suppliers and contractors to prevent quality defects, reduce waste, and reduce irregulars, and increase yields.
* Ensure audits are conducted at the contractors to maintain adherence to the specifications.
* Assist the suppliers in correcting any defects and root causes to defects found as a result of our audits.
* Incorporate the Lean Supply Chain process within the organization, suppliers and contractors as to develop improvement goals and plans.
* Work with the customs brokers and freight vendors to handle the trade agreements and the affect, which they have on Ascom sourcing strategies.
* Management of logistics network ensuring cost effective and efficient modes of storage and transportation of product.
* Ensure a diverse and logistically strong contractors base to meet the corporate needs.
* Develop strategies, policies, procedures, and overall team to optimize value of the entire function in creating a world class materials management group.
* Implementing inventory control processes ensuring the optimization of on-hand inventory and the development of cycle count and supplier demand pull programs.
* Establishing a global supply chain contract manufacturing network that will ensure a controlled and optimized flow of inventory while meeting company objectives for product cost, inventory turns, on-time delivery and product quality.
* Production: Ensure plant production is scheduled to meet availability dates and provide quality product. Ensure managers are monitoring contractors and expediting orders and shipments to assist Production Planning in avoiding/eliminating backorders:

a) Requirements: Ensure plants are receiving weekly cut schedules and that we have adequate capacity available to meet the business needs. In addition; work with Production Planning to determine required changes to existing supplier workloads and delivery expectation.

b) Vendors: Ensure that we have a stable of approved suppliers that can be used to meet the production demands of the business and ensure that sourcing turn goals are in alignment with Production Planning’s targets.

c) Component Supply: Ensure that production plans and component information is communicated to the plants so that orders and transfers can be accomplished on a timely basis so production deliveries can be accomplished on time.

* Budget Requirements**:**

a) Development: Assist in the preparation of the budgets.

b) Budget Management:

i) Assist in management of variable cost expenses to keep in line with volume on a daily,

weekly and monthly basis.

ii) Look for cost improvements that will assist in meeting established goals.

c) Projections: Evaluate the monthly projections from Production Planning and work with

accounting to ensure the best forecasts for the upcoming months are as accurate as possible.

d) Costing: Ensure that new product costing is in alignment with budget parameters for the current fiscal year.

* Performance Attainment: Develop and meet the following annual, measurable goals and submit them to the VP of Global Supply Chain for approval per agreed format and standards:

a) Quarterly Business Review with suppliers & contractors.

b) Yearly & Quarterly Cost Reduction results based on PPV.

c) Inventory Turns improvement.

d) Shipments to Plan and On Time Delivery.

e) All key suppliers & contractors are meeting our Social Compliance expectations.

* Complete status reports and have monthly meeting with Supply Chain Teams to keep them aligned with the goals of the Supply Chain Departments.
* Mentoring, training and developing staff to improve knowledge to allow future career growth and personal development.
* Continuous process improvement to achieve process standardization, policies and procedure development and progressive information system utilization.
* System Improvements: Ensure system issues are brought to resolution in a timely manner and look for new opportunities and hardware/software solutions that will improve our ability to service our customers.
* All Other Duties: Perform all other duties assigned including carrying out responsibilities, performing duties, using skills, and working in conditions necessary to perform all assigned tasks in support of the division and corporation.

***Accomplishment:***

1. Implement pull system to increased Inventory Turn: Target: 4; Achieved: 5.5 to reduced physical inventory on hand and improved the cash flow.
2. Real time updating of inventory data by using Bar Coding System to ensure inventory accuracy.
3. Implement VMI program with major suppliers and component distributors to minimize the inventory level.
4. Implement Low Cost Country Sourcing to identify news suppliers, subcontractors and materials for costs competitiveness.
5. Continuous to negotiate with materials suppliers for better lead-time to improve the delivery of new products to the markets.
6. Implement Global Contracts with major freight forwarders for better shipping rates as to achieve 25% of cost reduction in transportation costs.
7. To source metals and plastics from local suppliers for better costs and response based on the Parts Localize Programs.
8. Achieved PPV of 15% to 20% that based on Cost Reduction Programs.
9. Implement Cross Functional teams, which consists of sourcing, engineering, quality, and finance to improve the effectiveness of the suppliers audit.
10. For products costing management; implement outsourcing to contract manufacturers for the products with lower margin in order to achieved cost competitiveness.
11. Implement Transportation Managements System - TMS to monitor and shipments tracking to achieve 100% on time delivery.
12. Using Warehouse Management System – WMS to improve warehouse operations and allocation of inventory.
13. Implement cycle count activities based on the ABC Analysis.
14. Using Enterprise Resources Planning – ERP module to improve the activities such as production & materials planning, raw materials purchase and shipments planning.
15. Improve Sales Forecast by using ERP systems that based on secondary and primary data.
16. Implement Customer Relation Management – CRM to improve customer orders intake and better response to customer inquiries.
17. To implement Lean Supply Chain Strategies to improve effectiveness and efficiency in handling the Global Supply Chain Management.

**EXPERIENCE** **OSI OPTOELECTRONICS/RAPISCAN (M) SDN BHD**

**GLOBAL SUPPLY CHAIN MANAGER** (JAN’05 – NOV’11)

**Job Responsibilities:**

* Lead and drive cost reductions with freight forwarders, shipping lines, and transport operators to ensure cost reduction directives are met.
* Conduct Global Sourcing, Procurement and Purchasing to support factory located at Malaysia, Singapore, China, India, Finland, UK, Canada, and US.
* Lead alignment of global sourcing strategies and policies across the enterprise.
* Interface with each plant, operation management, product management, and other cross-functional teams for all business units and develop strategies to support its strategic goals and objectives.
* Understand and monitor commodity and market trends and its impact to the total cost of procurement.
* Measure and drive improvements to controllable direct, indirect, and service spend and its impact to the bottom line.
* Develop global purchasing vision and strategy to support business and corporate strategic objectives.
* Lead, manager and facilitate outsourcing activities and help drive sound make vs. buy decisions.
* Directs quarterly business reviews with strategic suppliers.
* Continuous improvement in sourcing activities by conducting the Low Cost Country Sourcing – LCCS in China, India, Vietnam, Indonesia, and East Europe for new suppliers and also to obtain the price competitiveness, quality and delivery.
* Direct and supervise a sourcing team for the responsible of Request For Quotation - RQF from existing suppliers based on company Approved Vendor Lists - AVL and also from the new suppliers for New Projects Involvement – NPI for active or passive devices or components; mechanical parts; plastic or resin parts; metal parts; packaging materials; and also equipments.
* Manage and assure quality compliance to processes and services with vendors all the time.
* Identify, manage and execute strategies on purchasing of services and related capital equipment for logistical purposes.
* Sourcing and purchasing – Scope includes sourcing of new vendors, negotiation of price and lead time and maintaining good relationship with existing vendors. Develop systems and processes for survey and assessment of new and existing suppliers. Comprehending current and future market situations to capitalize on purchasing opportunities.
* Support the identification, evaluation, selection and management of suppliers, as well as the monitoring and tracking of key suppliers' performance.
* Negotiate with the suppliers, prepares and close the purchasing contracts or agreements as to ensure that the purchasing contracts or agreements are proper documented, which based on company compliance procedures and policies.
* Investigates and suggests alternative sources of supply by conducting benchmarking and identifying absolute best costing based on anticipated order volume.
* Provide feedback and direction on trend in the global supply base and emerging supply base markets.
* Maintains vendor certification program by establishing standards; conducting supplier’s site visits to access their ability to provide high quality and complex parts at competitive prices; monitor compliance.
* To ensure strategic sourcing of the right quantity and right quality of materials/services are sourced from the right place and at the right price so as to create synergies in cost optimization whilst minimizing risks and at the same time; provides the alternate products sourcing, materials changes or ECN and materials substitution in ensuring of meeting company’s engineering and production prototype requirements in term of timing and volume.
* Responsible for supplier delivery improvement/ development programs; examples; eliminate non-value added activities; negotiate working capital improvements through increased payment terms.
* Provide direction on ways to improve supply base through quality improvements and Lean enterprise initiatives.
* Lead and manage day’s payable negotiations with vendors to maximize cash flow.
* To interact cross-functionally to ensure supply base meets the technical requirements/specifications of the business.
* Identify and qualify suppliers for new product & technology introductions ensuring supplier readiness.
* To identify and develop a network of reliable, competent and competitively strategic suppliers in the Asia Pacific region to be capable of supplying cost competitively.
* Manage supplier relationships to create the rapport and understanding for the business.
* Facilitate/coordinate a Supplier Development program targeting overall quality and price improvement.
* Cost reduction project – Manage the material cost reduction project prioritization process. Negotiate and maintain all corporate supplier agreements.
* Overall ownership on the development and implementation of a strategic plan for Purchasing and Procurement for materials, packaging, services and indirect requirements.
* Material lead-time reduction projects to increase speed, reduce inventory, & improve quality.
* To set direction that minimizing supplier lead time by developing lead-time reduction programs with supplier (ex: Kanban, VMI, JIT and provides accurate forecast to the suppliers).
* Warehousing – Monitor and maintain optimum level of stocks, storage capacity planning, storage conditions and environment, and create inventory reduction initiatives. Play a key role in developing and implementing effective warehousing solutions to minimize costs.
* Logistics management – Monitor and evaluate the performance of logistics service providers to ensure operative excellence and continuous service quality and cost improvements.
* Shipping and distribution – Ensure pre-scheduling to achieve on-time shipments and total customer satisfaction. Enhance delivery modes to achieve the lowest delivered costs.
* Manage all outgoing logistical activities to delivery to destination & customers.
* Monitor and manage freight forwarders’ performance to ensure all shipments arrived and delivered in timely manner.
* Internal coordination – Responsible with the relevant cross-functional teams for the improvement of current forecasting and production planning processes. Define production inventory requirements with internal customers. Also, maintain close relationship with supply chain and supply base leaders within parent and corporate office.
* Identify, position, and plan for people tactical outlook to fully utilize human resources in the group.
* Train and develop personnel as part of growth strategy to equip for the future.
* Develop strategic staff through hiring and training to achieve high performance results.

***Accomplishment:***

1. Implement pull system as to minimize the SKU from the production& suppliers.
2. Implementation of bar code scanning system to capture & update the information on real time basis.
3. Introduced the VMI (Vendor Management Inventory) as to improve the company cash flow.
4. Use cross functional team as to audit the potential suppliers.
5. To implement global sourcing as to identify potential suppliers in term of cost competitiveness.
6. The reduction of total transportation costs of 20% to 30%.
7. Implement Parts Localize Project as to identify potential local suppliers as to reduce the part costs & the transportation costs.
8. To improve the PPV by 5% to 8% for the costs reduction from the existing suppliers.
9. To source new suppliers at the LCCS (Low Cost Country Sourcing).
10. To improve the efficiency & effectiveness of the Supply Chain Management.
11. To improve the ITO to 5 turn per year and TCO.
12. Lead-time Management:
    1. To source for local suppliers in order to reduced the supplier’s delivery Lead-time.
    2. Issues Blanket Order to the suppliers for Lead-time reduction.
    3. For the local suppliers, to implement the VMI (Vendor Management Inventory) or SMI (Supplier Management Inventory), which able to reduced suppliers Lead-time, improved suppliers delivery, reduction warehouse space that directly reduced the Holding Costs & at the same time, improved the company Cash Flow.
    4. Request the suppliers to build buffer stocks at their warehouses by provides them the information such as the forecast from the customers.
    5. The implementation of JIT / Pull System to reduced the Lead-time.
    6. To implement the ERP System such as Microsoft Dynamic Navision version 5.0 to proper manage & calculate the materials Lead-time & at the same time, interface the ERP System with the suppliers.
    7. To improve the Lead-time, run the MRP (Material Requirement Planning) on weekly basis as to identify the materials shortages.
    8. To improve the Lead-time, run the MRP (Material Requirement Planning) on weekly basis as to identify the materials shortages.
13. To have a sales forecast from the customers for proper planning in term of materials planning, production capacity plans and shipments planning in order to fulfill customer requirement date.
14. The reduction of 40% to 50% of obsolete materials and slow moving materials with the implementation of MRP system.
15. Implement the JIT system to reduce inventory on hand.

**PWB TECHNOLOGIES (M) SDN BHD**

**SUPPLY CHAIN MANAGER** (JAN’02-DEC’04)

**Job Responsibilities:**

* Responsible to head the supply chain management activities in the Company. The primary objective would be to lead and manage improvement activities and to integrate all supply chain functions to meet operations objectives and to achieve total customer satisfaction.
* Policies and strategies development – To be responsible for the development and implementation of supply chain policies and strategies to ensure operational plans and methods will deliver the requirements of safety, customer satisfaction, working capital management and productivity.
* Provide leadership to supply chain team – To direct responsibility for the supply chain functions & provides clear targets and directions for improvement initiatives and must initiate and implement new concepts.
* Sourcing and purchasing – Scope includes sourcing of new vendors, negotiation of price and lead time and maintaining good relationship with existing vendors. Develop systems and processes for survey and assessment of new and existing suppliers. Comprehending current and future market situations to capitalize on purchasing opportunities.
* Support the identification, evaluation, selection and management of suppliers, as well as the monitoring and tracking of key suppliers' performance.
* Investigates and suggests alternative sources of supply by conducting benchmarking and identifying absolute best costing based on anticipated order volume.
* Maintains vendor certification program by establishing standards; conducting supplier’s site visits to access their ability to provide high quality and complex parts at competitive prices; monitor compliance.
* To ensure strategic sourcing of the right quantity and right quality of materials/services are sourced from the right place and at the right price so as to create synergies in cost optimization whilst minimizing risks.
* Responsible for supplier delivery improvement/ development programs; examples; eliminate non-value added activities; negotiate working capital improvements through increased payment terms.
* Project lead forced raw material changes & material substitution.
* To interact cross-functionally to ensure supply base meets the technical requirements/specifications of the business.
* Identify and qualify suppliers for new product & technology introductions ensuring supplier readiness.
* To identify and develop a network of reliable, competent and competitively strategic suppliers in the Asia Pacific region to be capable of supplying cost competitively.
* Facilitate/coordinate a Supplier Development program targeting overall quality and price improvement.
* Cost reduction project – Manage the material cost reduction project prioritization process. Negotiate and maintain all corporate supplier agreements.
* Overall ownership on the development and implementation of a strategic plan for Purchasing and Procurement for materials, packaging, services and indirect requirements.
* Material lead-time reduction projects to increase speed, reduce inventory, & improve quality.
* To set direction that in minimizing supplier lead time by developing lead-time reduction programs with supplier (ex: Kanban, VMI, JIT and provides accurate forecast to the suppliers)
* Warehousing – Monitor and maintain optimum level of stocks, storage capacity planning, storage conditions and environment, and create inventory reduction initiatives. Play a key role in developing and implementing effective warehousing solutions to minimize costs.
* Logistics management – Monitor and evaluate the performance of logistics service providers to ensure operative excellence and continuous service quality and cost improvements.
* Shipping and distribution – Ensure pre-scheduling to achieve on-time shipments and total customer satisfaction. Enhance delivery modes to achieve the lowest delivered costs.
* Monitor and manage freight forwarders’ performance to ensure all shipments arrived and delivered in timely manner.
* Internal coordination – Responsible with the relevant cross-functional teams for the improvement of current forecasting and production planning processes. Define production inventory requirements with internal customers. Also, maintain close relationship with supply chain and supply base leaders within parent and corporate office.

**PWB TECHNOLOGIES (M) SDN BHD**

**ASSISTANT SUPPLY CHAIN MANAGER** (JAN’01-DEC’01)

**Job Responsibilities:**

* To evaluate existing vendors and source for new vendors and evaluate quotations for competitively priced materials in terms of quality and services from both local and overseas sources.
* Selection of supplier base and the mitigation of unpredictable markets / supplier-related issues to prevent production stoppages or delays in delivery.
* Responsible for price negotiations and conclusions of contracts for medium to large volumes that contribute to the profitability of the company.
* Sustains competitive product pricing by negotiating material costs; discovering new sources; and maintaining a master database with absolute best costing information for parts.
* Negotiation of T&Cs such as Incoterms, payment terms, reschedule and cancellations.
* Create a Blanket Purchase Agreement for the items in the commodity.
* To solicit, receive and analyze proposals, quotations and tender submissions and recommend selection strategies based on generally accepted public and ethical policies and legal requirements.
* Responsible for the development and implementation of short and long term procurement strategies.
* Ensure total inventory management efficiency.
* Manage and develop the entire operation team, which may include training and development activity.
* Logistic strategies development leading, distribution network setting up, & to improve logistic performance and efficiency in all regions.
* Manage implementation of all improvement projects under logistic and keep track of progress & work with Cross Functional Team to drive for service excellence.
* Develop and drive service providers to improve their service performances.
* Create action plans and set targets for stock management and cost controls in line with Business Plan commitment.
* Suggest and implement new procedures for improvement.
* To lead the team, define the strategies, and execute continuous improvement activities and projects within SCS to support supply chain strategies and BU requirements.
* Develop and implement global commodity strategies driving for highest quality supply assurance with the shortest lead time and at the lowest total cost.

**PWB TECHNOLOGIES (M) SDN BHD**

**SUPPLY CHAIN EXECUTIVE** (JAN’00-DEC’00)

**Job Responsibilities:**

* Negotiate and liaise with supplier for price and on-time delivery.
* Define and implement local purchasing strategies by initiating procurement processes and pinpointing approaches to problem-solving in order to secure local (plant) objectives.
* Procures materials and supplies by sourcing the right parts, subassemblies, tools and materials.
* Manage effective raw materials and production consumables procurement system.
* To undertake material management and control system including verification of materials and equipment received are on timely basis so as to optimize utilization of resources whilst meeting business needs.
* Establishes optimum inventory levels and reorder quantities; determines the resource requirements necessary to achieve the projected customer demand and operations plan.
* Conduct physical inventories and lead cycle counts. Analyze and when able, correct cycle count discrepancies.
* Arrangement to production planning schedule, checking raw materials and update data collection.
* Responsible for team objectives by planning, optimizing and controlling of the result from materials to increase the profit in the area of responsibility.
* Prepares reports pertaining to forecast and actual purchases on formats required by the Management.
* To coordinate with all related department in order to achieve the plan target and schedule.
* Responsible for costing and goods inwards documentations of all overseas shipments.
* Logistic planning and distribution management.
* Control the movement and storage of all incoming and outgoing materials within Malaysia and/ or overseas.
* Plan delivery and shipping schedules to ensure timely deliveries are done.
* Ensure all shipments are complies with custom and customer’s requirements.
* Evaluate the finished product delivery, storage and transport requirements to satisfy the operations plan.
* Responsible for all custom clearances and enquiries.
* Freight and service provider management.
* Liaises with the company's suppliers and shipping agents on all overseas shipments.
* Responsible for LMW license renewal.
* Ensure compliance with all rules and regulations of the relevant government bodies, i.e. Customs, MIDA, MITI, & FMM.

***Accomplishment:***

1. To implement cycle count system for fast moving, slow moving & obsolete stocks.
2. Reduced stocks discrepancies to 2% & improve stocks accuracy to 98%.

1. Implementation of ERP system as to improve the inventory management.
2. ABC analysis to improve the inventory planning.
3. Used color codes for FIFO system.
4. Implementation racking system as to fully utilize the warehouse spaces.
5. Implementations the WMS – Warehouse Management System for effectively manage the warehouse processes.
6. Lead-time Management:
   1. Negotiate with Shipping Liners or 3rd Party Logistics as to identify the shorter Lead-time for the Shipping Mode especially for sea, air & road shipments.
   2. To implement the ERP System such as SAP-R3, Oracle or Baan System to proper manage & calculate the materials Lead-time & at the same time, interface the ERP System with the suppliers.
7. The reduction of 40% to 50% of obsolete materials and slow moving materials with the implementation of MRP system.
8. Implement the JIT system to reduce inventory on hand.

**LIKOM ELECTRONICS SDN. BDH, MALACCA**

**SUPPLY CHAIN SUPERVISOR** (Jan’91 – Dec’94)

**Job Responsibilities:**

* Evaluate and select suppliers.
* Evaluate cost efficiency of purchases.
* To ensure the stocks in the store is sufficient and adequate.
* Responsible to purchased materials from oversea and local vendors.
* To ensure materials support on time for production.
* Prepare monthly purchasing reports.
* Plan material purchase and scheduling.
* Analyze materials related data and work out improvement /recovery plans.
* Co-coordinating quality issues with vendors make sure materials & parts purchased meet quality specification.
* Ensure purchased goods are conforming to required specifications/requirements.
* Sourcing for new vendors and follow up the evaluation results such as products quality, cost and delivery.
* Liaise with supplier for corrective action request related to supplier delivery problems.
* To carry out price review activities for existing purchase materials
* To generate weekly, monthly and yearly report.
* Raw Materials and Finished Goods Planning & Purchasing.
* Aggressive Price Negotiation without Compromising on Quality.
* Procurement of engineering parts, raw material, mechanical parts and technical components.
* Responsible for managing supplier’s quality, delivery and costing to achieve optimum inventory level.
* Actively participate in company’s cross-functional teams to drive the material cost down and meet the company goal.
* Negotiate best pricing, monitors and assures continuous improvement of supplier performance by conducting periodic suppliers evaluation.

**ORION ELECTRONIC, MALACCA**

**SUPPLY CHAIN ASSISTANT** (Jan’88 – Dec’90)

**Job Responsibilities:**

* Purchase raw materials, semi material and spare part components by issuing purchase Order.
* Ensure the adequacy of purchase requirements (e.g. sample, quotation) prior to communication with suppliers.
* Coordinate, monitor and follow up closely with all relevant parties on purchases issued.
* Ensure purchased products meet specified requirement.
* Generate PRs and POs.
* Source and perform RFQ for new item(s) and project(s).
* Materials or parts purchase for production use.
* Follow up materials or parts delivery schedule.
* Liaise with supplier to negotiate for best prices, terms and conditions.
* Responsible for shipment document preparation, update shipment tracking report and monitor the progressing of all shipping activities.
* Work closely with logistic driver and forwarding agent to meet shipment schedule and deadline.
* Include Procurement Office Equipment and other Assets.
* To negotiate effectively with supplier/vendors.
* To key in PO and fax to supplier/vendor.
* Source for suppliers with product qualities while maintaining good cost control.
* Preparation of procurement documentation.

**COMPUTER**  Microsoft- software, ERP, MRP II, EDI, Bar-Code System, Baan System,

**KNOWLEDGE** JDE, Visual Manufacture Software (VM), Microsoft Dynamic Navision Version 3.6/4.0/5.0 & SAP-R3 System.

**CURRENT BASIC SALARY**: **MYR16, 000.00**

**MONTHLY ALLOWANCE: MYR2, 000.00**