

# SEARCHASIA

(A member of SearchAsia Consulting Pte Ltd)

RCB No.: 200708461Z EA LICENSE No.: 16S8107

391A Orchard Road #11-03/04 Ngee Ann City Tower A Singapore 238873

Main: (65) 6735 5885 Fax: (65) 6735 5129

[www.searchasia.com.sg](http://www.searchasia.com.sg)

## PRIVATE AND CONFIDENTIAL

**From: Kerwin Tan Kai Bin (R1331624), SearchAsia, Singapore**

**Email: [kerwin.tan@searchasia.com.sg](mailto:kerwin.tan@searchasia.com.sg)**

## CANDIDATE RESUME - IT SYSTEM ANALYST

Name : Steven Leong Yik Hong

Year of Birth : 1984

Gender : Male

Nationality : Singapore PR

Languages : English, Mandarin

## ACADEMIC QUALIFICATIONS/ CERTIFICATIONS

### **Multimedia University, Malaysia**

Bachelor of Information Technology (Hons) Major in Data Communication

70-642 Microsoft Windows Server 2008 Network Infrastructure Configuration

70-646 Microsoft Windows Server 2008 Server Administrator

## AREA EXPERTISE

- Research and development
- Risk assessment and impact analysis
- Data integrity, contingency planning and disaster recovery
- Policy planning and implementation
- Budget and Cost benefits analysis
- Team and project leadership
- Project Implementation and Management

## NON-TECHNICAL STRENGTHS

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- Good communications skills with all levels
- Willing to learn and explore new possibility
- Strong sense of ethics, responsibility, integrity and determination
- Highly independent and responsible
- Quick adaption of task and teamwork
- Manage good relationship with customer and vendor

## **PROFESSIONAL HISTORY – BRIEF**

### **Jul 2011 – Present**

May 2014 - Present

Jul 2011 – May 2014

### **Kuehne + Nagel Pte Ltd**

National Contract Logistics Information Systems Specialist

IT Specialist

### **Aug 2009 – Feb 2011**

### **Wentel Corporation SDN BHD**

Junior MIS Executive

## **PROFESSIONAL EXPERIENCE – DETAILS**

### **Jul 2011 – Present**

May 2014 - Present

Jul 2011 – May 2014

### **Kuehne + Nagel Pte Ltd**

National Contract Logistics Information Systems Specialist

IT Specialist

### **Responsibilities:**

- Specification: Project Implementation and second level user support
- RFQ support
- New project, workshop and IS implementation include User Acceptance Test and Go Live Hyper care
- System setup and support in WMS
- Create and update EDI mapping
- Drive and run IS continuous improvement project
- Explore and roll out WMS functionalities that could improve warehouse operation's efficiencies
- Business reporting tools (SAP Business Objects Web Intelligence) – create, update and maintain report
- Inbound web application support – inventory/shipment visibility and web order entry

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- User system audit to ensure user is operating the system effectively and in the right manner
- Data quality maintenance
- Support WMS release testing and upgrade coordination
- Maintain IS helpdesk and coordinate with national, regional, global IS support team
- Customer business review meeting support
- In-house WMS certified trainer (Singapore)
- Achievement: Constantly act as single point of contact for Singapore information system team in multiple global key account implementations.

**Reason for leaving:** Seeking for new challenges and better career prospect

Jul 2011 – May 2014      IT Specialist

### Responsibilities:

- IT equipment, infrastructure and software licenses warranty purchase and installation
- End user, top management and VVIP support
- Advice and support customer IT requirement in company premises
- Monitor and manage network performance and Juniper VPN
- Troubleshoot network switch and Riverbed
- Setup AS400 user profile and access rights
- Manage Domain Controller, File and Print Server, Mdaemon E-mail Server, PABX, Kantec Security Door Access Server, Veeam and ArcServe Backup Server, McAfee ePolicy Orchestrator Server, SAN storage, Tape backup, Virtual Machine ESX server and miscellaneous application server
- Deploy virtual server with VMware vSphere for application and Window Server roles
- Setup and deploy Window Group Policy
- Liaise with AP regional IT team for Singapore hardware and software deployment
- Documentation in ISO format
- Achievement:
  - Leads the server virtualizations for all servers in headquarter.
  - Leads server migration to new regional Active Directory domain, reconfigure Singapore Active Directory, group policy and application server as per requirement.

Aug 2009 – Feb 2011

Wentel Corporation SDN BHD

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### Junior MIS Executive

#### Responsibilities:

- Specification: Information System executive
- IT equipment, infrastructure and software licenses warranty purchase and installation
- End user and top management support
- Continuous research for advance technology implementation
- Monitor and troubleshoot network performance
- Manage Geovision CCTV Server, ERP Server, FMS Server, E-mail Server, PABX, Untangle Proxy Server, Backup Server and Symantec Endpoint server
- Lead ERP system continuous improvement meeting with head of department and external programmer
- Practical case study with head of department for system integrity and daily work
- Achievement
  - Goes through and study to provide current ERP program flow chart, and after numerous internal and external meeting, success to provide all the necessary info and requirement to external programmer to code a simpler, efficient and user friendly brand new in-house ERP system in new server machine.

#### REMUNERATION

<b>Current Drawn Salary</b>	S\$5,778 x 13 months
<b>Allowance</b>	S\$110 (Mobile)
<b>Variable Bonus</b>	2.3 months

<b>Expected Salary</b>	12% Increment
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#### AVAILABILITY

<b>Notice period</b>	2 months
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#### REFERENCE'S REPORT

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We have given an undertaking to all candidates that no references will be taken up without their prior permission. We would ask you to adhere strictly to this and not make any enquiries formal or informal, until you have agreed with the person concerned.

Since we have not taken up any references at this stage, we have decided to accept as correct the facts presented by the candidate. Therefore, any offer of employment should be made subject to the verification of all relevant statements and satisfactory references, which we ask that you should take up at the appropriate time