

NAME	Haroon Shah Bin Mohd Amirnudin
Gender	Male
Age	26 years
Telephone Number	(+60) 016-+60166387008
Address	No 26, Jalan GP 4 Taman Garing Permai 4, 48000, Rawang, Selangor, Malaysia
Nationality	Malaysia

Experience

8 years of total experience

Mar 2016 - Present
(9 months)

Manager
Boston Multiple Services | Selangor, Malaysia

Industry	Construction / Building / Engineering
Specialization	Marketing/Business Development
Role	Business Development
Position Level	Manager
Monthly Salary	MYR 6,000

Tasks:

*Daily in charge of the operation activities in Engineering Site (to supervisory checks on staff and work progression).

*To lead and supervise logistics team members in daily logistics operations issues (transferring material from manufacturer to engineering site).

*To ensure effective planning, coordination and execution of daily task given.

*Coordinate with Quality Team and Management.

*Operations reports (P&L) Profit and Losses for each engineering site. And Manage 'Requirements and Key Performance Indicators (Monthly review)

*Ensuring Standard Operations Procedures (SOP) compliance.

*Ensuring compliance with all safety and standards procedure at engineering site. And Closely manage associates working hours and activities to minimize overtime and building progression.

*Manage Customers' Requirements for each engineering site.

Jun 2014 - Mar
2016
(1 year 10 months)

Executive
Watsons Ltd | Selangor, Malaysia

Industry	Transportation / Logistics
Specialization	Logistics/Supply Chain
Role	Supply Chain
Position Level	Senior Executive
Monthly Salary	MYR 4,600

Tasks:

Cross Docking Department

- *Daily in charge of the operation activities in Cross Dock (feed-up stocks for all stores overall Malaysia and ensure stocks delivery).
- *To lead and supervise logistics team members in daily logistics operations issues.
- *To ensure effective planning, coordination and execution of orders daily delivery.
- *Coordinate with Quality Team and Management.
- *Operations report and investigate discrepancies, loss or damage.
- *Manage 'Requirements and Key Performance Indicators.
- *Ensuring Standard Operations Procedures (SOP) compliance.
- *Ensuring compliance with all safety and standards procedure.
- *Closely manage associates working hours and activities to minimize overtime and to meet productivity.

Receiving Department

- *Ensuring Standard Operations Performance (SOP) during performing team receiving task from vendor.
- *To lead and supervise logistics team members in daily logistics operations issues and To ensure effective planning coordination and execution of orders to cross docking department.
- *Coordinate with Quality Team and Management and Operations report and investigate discrepancies, loss or damage caught during receiving task.
- *Manage 'Requirements and Key Performance Indicators.
- *Closely manage associates working hours and activities to minimize overtime and to meet productivity.
- *Provide briefing and training to newly vendors and business partners regards the Watson's Supply Chain

Return Department

- *Ensuring Standard Operations Performance (SOP) during performing team receiving task from stores (Watson's outlets)
- *To lead and supervise logistics team members in daily logistics operations issues.
- *To ensure effective planning coordination and execution of return stocks back to vendor's
- *Coordinate with Quality Team and Management.
- *Operations report and investigate discrepancies, loss or damage caught during receiving task.
- *Manage 'Requirements and Key Performance Indicators.
- *Closely manage associates working hours and activities to minimize overtime and to meet productivity.
- *Provide briefing and training to newly vendors and business partners regards the Watson's Supply Chain Works for return stocks.

Dec 2012 - Jan 2014
(1 year 2 months)

Executive

**CEVA Freight Holdings (Malaysia) Sdn Bhd |
Selangor, Malaysia**

Industry	Transportation / Logistics
Specialization	Logistics/Supply Chain
Role	Warehouse
Position Level	Senior Executive
Monthly Salary	MYR 4,500

Tasks:

- *Daily in charge of the operation activities in MYSDAC (Overseas Shipment) and (Local Shipment) operation.
- *To lead and supervise logistics team members in daily logistics operations issues.
- *Operations report and investigate discrepancies, loss or damage.
- *Manage Customers' Requirements and Key Performance Indicators.
- Ensuring Standard Operations Procedures (SOP) compliance.

May 2008 - Oct
2012
(4 years 6 months)

Executive
HSBC Bank | Malaysia

Industry	Banking / Financial Services
Specialization	Banking/Financial Services
Role	Loan/Mortgage
Position Level	Senior Executive
Monthly Salary	MYR 4,000

Task:

U.K First Direct

Offer document: Check if the contents of the mortgage offer document is correct as per what has been agreed with the customer (amount, rate, fees, etc.)

Prepare Mortgage document for customer.

Redemption Statement: Request, chase & calculate the redemption figure for customer to redeem the secured property Liaise with lenders, business partners and customers in UK Account Opening for additional mortgage Money Transfer(Draw Down)release money to customer account

Trainer, process specialist & quality checker.

HSBC CANADA

New Process Migrated to Malaysia (Lending Administration Centre) Instruction 1st Pilot Team in Malaysia Task involved for Canada;

Learned many different types of task processing, checking, assigning, liaising with solicitors, urgent items handling.

Work on training material that would be required for training in Malaysia and India

Work on getting the procedure updated in intranet Sessions with Trainers from Canada on numerous issues of GR way Of processing i.e. Usage of Adobe/ Audit requirements/ e-fax.

Trainer, process specialist & quality checker

HSBC PAYMENTS for U.K

Learned many different types of task processing , checking, assigning, liaising with customer, branch manager's, urgent items handling.

Work on training material that would be required for training in Malaysia and India

Investigation team that investigate if the beneficiary (receiver) not receive funds been sent by the remitter (sender).

Release funds to customer account.

Liaising with the other bank's via SWIF message bank to bank system connection.

Maintained MC free for the past 3 years in the company.

Have attended multiple managerial and development trainings during my tenure with GSCM, such as Behavioural coaching, Supervisory Development Programmed, Call Coaching and also soft skill trainings such as Assertiveness, Communication Skills.

Contributed to a cost saving project in the team that was channelled to the 'You Save, You Earn' initiative that saved approximately \$100,000.00.

Education

2006	SMK Raja Mahadi Primary/Secondary School/SPM/"O" Level in Arts Malaysia
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Skills

Advanced	MS Office, Typing, INTERNET
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Languages

Proficiency level: 0 - Poor, 10 - Excellent

Language	Spoken	Written
English (Primary)	10	10
Bahasa Malaysia	10	10
Hindi	10	1
Tamil	10	1
Bengali	10	1

Reference

- 1) **MR Vinesh Jayram**
AVP HSBC
6016 315 7854
- 2) **Rayhaan DharmaVilasan**
Cluster Manager
CEVA LOGISTICS
6010 2922653
- 3) **Mr Ravi Krishnen**
Regional DC Manager
WATSON LTD
6016 653 1800
- 4) **Mrs Azizah**
Director
Boston Multiple Services
6011 2678 2850