

**► HAROON SHAH BIN MOHD AMIRNUDIN**

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48000, Rawang, Selangor, Malaysia

**EDUCATION**

2006 – SMK Raja Mahadi Klang, Darul Ehsan

**SKILLS**

Proficient in MS Office

**LANGUAGE**

Language	Spoken	Written
English (Primary)	10	10
Bahasa Malaysia	10	10
Hindi	10	0
Tamil	10	0

**WORK EXPERIENCE ( 8 Years)**

**March 2016-Present    Manager | Boston Multiple Services | Selangor, Malaysia**

**Industry: Construction / Building / Engineering Specialization Marketing/Business Development**

**Monthly Salary : MYR 6,500**

**Task:**

- \*Daily in-charge of the operation activities in engineering site (to supervise 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 compliance with all safety and standards procedure at engineering site.
- \*Manage customers' requirements for each engineering site.

**Jun 2014- March 2016    Operation Executive | Watsons Warehouse | Selangor, Malaysia**

**Industry: Logistic/Transportation/ Supply Chain /Distribution Centre**

**Monthly Salary: MYR 4,600**

**Task:**

**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.
- \*Ensuring compliance with all safety and standards procedure.
- \*Closely manage associates working hours and activities to minimize overtime and to meet productivity.

**Receiving Department**

- \*Provide briefing and training to newly vendors and business partners regards the Watson's Supply Chain
- \*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.

### **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
- \*Operations report and investigate discrepancies, loss or damage caught during receiving task.
- \*Provide briefing and training to newly vendors and business partners regards the Watson's Supply Chain Works for return stocks.

**Dec 2012 – Jan 2014   Operation Executive | CEVA Freight Holdings Sdn.Bhd | Selangor, Malaysia**

**Industry: Logistic/Transportation/ Supply Chain /Distribution Centre**

**Monthly Salary: MYR 4,500**

#### **Task:**

- \*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   Executive, Global Support Department | HSBC Bank | Selangor, Malaysia**

**Industry: Banking / Financial Service**

**Monthly Salary: MYR 4,000**

#### **Task:**

##### **HSBC Payments for United Kingdom**

- \*Contributed to a cost saving project in the team that was channeled to the 'You Save, You Earn' initiative that saved approximately \$100,000.00.
- \*Delivered 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) does not receive funds 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.
- \*Attended multiple managerial and development trainings during term with GSCM, such as Behavioral coaching, Supervisory Development Programmed, Call Coaching and also soft skill trainings such as Assertiveness, Communication Skills.

##### **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**

- \*Trainer, Process Specialist & Quality Checker \*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.

## REFERENCES

- 1) **MR. VINESH JAYRAM**  
AVP, HSBC BANK SELANGOR, MALAYSIA  
h/p: 6016 - 315 7854
- 2) **MR. VIKNESWARAN KARAPAYA**  
Manager Operation HSBC BANK SELANGOR, MALAYSIA  
h/p: 6010 – 3665370
- 3) **MR. RAYHAAN DHARMAVILASAN**  
Cluster Manager, CEVA LOGISTICS SELANGOR, MALAYSIA  
h/p: P6010 – 292 2653
- 4) **MR. GARTIGESAN MURUGESAN**  
Operation Manager, SELANGOR, CEVA LOGISTICS  
h/p: 6012 – 324 1440
- 5) **MR. RAVI KRISHNEN**  
Regional DC Manager, WATSONS LTD SELANGOR, MALAYSIA  
h/p: 6016 - 653 1800
- 6) **MRS. AZIZAH**  
Director, BOSTON MULTIPLE SERVICES SDN.BHD, SELANGOR, MALAYSIA  
h/p: 6011 - 2678 2850