

Dear Sir/Madam

**RE: INTRODUCTION ALEX HOI**

It is with great interest that I enclose my resume for your perusal.

I would welcome the chance to meet with you to discuss the contributions I can make to your organization.

Below are the background and experience:

- ❑ Degree of Bachelor of Business Administration (Upper Division)
- ❑ 23 years of working experience cover various industries including Retail, Plantation, Waste Management, Automotive, Hospitality, Leisure & Entertainment, F&B.
- ❑ Always look out opportunities to improve & enhance processes to achieve greater efficiency for procurement
- ❑ A proactive team member with good initiative
- ❑ Resourceful and good at problem solving skills
- ❑ Responsible, conscientious, hardworking and dedicated
- ❑ Achieve savings KPI by identified and implemented cost saving initiatives
- ❑ Perform purchasing function with full integrity

Latest Achievement:

- ❑ Goodwill Cost Rebate – Retail : FMCO June to Dec RM 2.3 mil vs RM 23mil (10%)
- ❑ Cost saving –Plantation end of 2018 -2019: RM 4.5 mil out of RM 122 million (3.7%)
- ❑ Cost Saving -Waste management 2014-2017: RM 6.6 mil out of RM 97.7 million (6.7%)
- ❑ Cost Saving-Automotive 2010-2013: RM 2,59mil out of RM 45.8 million (5.7%)
- ❑ Cost Saving –Pre opening Hotel Projects 3 Hotels & 1 Convention Centre: RM 11.8 mil out of RM31 million (38%)
- ❑ Roll off Nationwide CI Renovation Project for Proton Sales Showroom & Service Centre
- ❑ Roll off SAP implementation MM Module SAP Suite on HANA
- ❑ Implement online Procurement E-Bidding
- ❑ Turnaround and achieve better efficiency for Procurement Department

Should you agree that my qualifications are a good match for your current staffing need, I would appreciate hearing from you.

Please feel free to contact me at H/P: 016-6683156.

Thank you for your consideration.

Sincerely,  
Alex Hoi.



## **PERSONAL RESUME**

Name: Alex Hoi Kok Pu  
Home Address: 73, Jalan Goodview 9, Tecoma, Goodview Heights ,43000 Kajang Selangor Darul Ehsan  
Telephone contact no: 016-6683156  
Email Add: Alexh760324@Yahoo.com  
Age : 46 years old  
Place of birth: Batu Pahat, Johor  
Citizenship / race: Malaysian Chinese  
Marital status: Married  
Language: spoken: Bahasa Malaysia, English, Mandarin, Cantonese  
Written: Bahasa Malaysia, English, Mandarin

## **EDUCATION**

1984 TO 1988 : Sekolah Rendah Jenis Kebangsaan Kangkar Baru  
1989 TO 1992 : Sekolah Menengah Dato' Seth Johor  
1993 TO 1994 : Sekolah Menengah Yong Peng, Johor  
Passed with Sijil Pelajaran Malaysia, Grade 1  
1995 TO 1996 : Sekolah Menengah St' Theresa  
Passed with Sijil Pelajaran Tinggi Malaysia  
1998 TO 2001 : University Malaya.  
Degree in Business Administration with Honors Class II (Upper Division)

## **SOFTWARE KNOWLEDGE**

Spreadsheet: Proficient in Microsoft Excel 1995 & 97 & 00  
Word processing: Have fair knowledge of Microsoft Word  
Network System: Micros 3700 System, Fidelio System, and Hero system, SAP

## **WORKING EXPERIENCE**

**Period:** 10<sup>th</sup> May 2021 – To Date  
**Position:** Senior Manager Procurement  
**Employer:** Sunway IFM Sdn Bhd (Sunway Malls)

With 7 retail developments under its belt and still growing, Sunway Malls is gearing to be amongst Malaysia's largest mall owner-operator. Existing projects and those in the pipeline now stand at 7.7 million square feet of nett lettable area and the malls are strategically located in master-planned townships or mixed developments throughout the country.

### **Job Description:**

1. Leading 16 procurement team members from all Sunway Malls
2. Building a Procurement Centre of Excellence (CoE) to help transform Procurement, and support broader transformation of the value chain
3. To undertake an upfront review and standardization of the existing terms and conditions and to lead process and efficiency improvement in the Procurement activities across Sunway Malls.
4. Fine tune & improve on the Procurement Process for the Group to ensure optimization of costs. Evaluate & recommends the best sourcing strategies for high values purchase
5. To effectively engage with Procurement representative from Operation Malls about the value of robust procurement and ensure adequate internal training and process are understood and best practice are adhere
6. To execute and monitor all respective internal controls and to ensure all procurement activities are in accordance with company policies and procedures.
7. To gain a good understanding of the purchasing undertaken across all Sunway Malls as to identify and deliver Procurement Savings.
8. Adoption of Ariba E-Sourcing Tool via various methodologies base on price submission to generate more savings - dutch auction, reverse auction & seal-bid

### **Achievements at Sunway IFM Sdn Bhd**

1. During FMCO 2021, negotiate with supplier and obtain goodwill rebate from June -Dec 2020 at amount of overall 7 malls at RM 2.3 mil vs RM 23mil fixed yearly contract value, saving rate 10%
2. Manage to bring awareness and lead the team into efficiency on process PR, sourcing as well as guiding the team importance to study User's scope of works.
3. Manage to consolidate reports for all malls in order to furnish full information for management decision.
4. Manage to bring awareness to Project PIC for improving of preparing details bill of quantity and job scopes
5. Achieve Cost Saving 2021- 6.4% or RM 1.16 mil out of RM 17.98mil.
6. Achieve Cost Saving 2022 at 6.03% or RM 1.33 mil out of RM 22.09mil
7. Simplify procurement process via streamlining approval flow in Metabuyer system and reviewing threshold of quotation, tendering.
8. Increase efficiency of approval process by reviewing limit of Authority Approval and tiering of approval.

**Period:** 17<sup>th</sup> February 2020 – 3<sup>rd</sup> June 2020  
**Position:** Group Director Procurement  
**Employer:** Sunway International Hotels & Resorts Sdn Bhd

**Sunway Hotels & Resorts** operates a portfolio of 11 hotels in Malaysia, Cambodia and Vietnam, representing over 3,000 guestrooms, suites and villas at its owned and managed properties.

**Job Description:**

1. Leading 14 procurement team members from all Sunway Hotels
2. Responsible of Sunway Group of Hotels as follows:
  - a) Sunway Resort Hotels & Spa, Petaling Jaya
  - b) Sunway Pyramid Hotel, Petaling Jaya
  - c) Sunway Clio Hotel, Petaling Jaya
  - d) Sunway Pyramid Convention Centre
  - e) Sunway Putra Hotel Kuala Lumpur
  - f) Sunway Velocity Hotel Kuala Lumpur
3. Established Centralized Group Procurement leveraging amongst Sunway Hotels to achieve an optimum savings of 3% - 5% on total group spend of approximately RM50 million per annum

**Achievements at Sunway International Hotels & Resorts Sdn Bhd**

1. Cost Saving for 2020 for Sunway Hotel Group:
  - a) Tender saving for category Dried groceries RM 6,088.68
  - b) Tender saving for category Fruits RM 41,706.63
  - c) Tender saving for category Fresh Vegetable RM 19,131.35
  - d) Tender saving for category Seafood RM 196,198.76
  - e) Request Cost Rebate due to Covid Virus RM 61,530.97
  - f) Negotiate and return aging stock to vendor RM 59,067.85
2. Support Hotel business during Covid 19 as Hotel Quarantine :
  - a) Ensure sufficient supply & reasonable price for all PPE:Face shield, face mask Gown/Coverall
  - b) During MCO period manage to obtain **FOC Complimentary 10,000 Room Amenities Bottles**
  - c) Manage and review all contract with action of Suspension and Termination. (Total 91 Cluster Hotels & 38 Sunway International hotel contract) during MCO period.
  - d) Manage and resolve appointment of Laundry supplier which overdue more than 6 months

**Period:** 22<sup>nd</sup> October 2018 – 12<sup>th</sup> February 2020  
**Position:** Assistant General Manager, Purchasing  
**Employer:** TSH Resources Berhad

**TSH Group of Companies** is a highly successful recourse-based corporation listed on the Main Board of Bursa Malaysia. The Company's segment are palm oil plantation and bio-integration, wood product manufacturing and trading, reforestation, cocoa manufacturing and trading, generation and supply of electricity from a biomass plant.

**Job Description:**

1. Manage Purchasing Activities for TSH Plantations Companies & Ekowood International Berhad
2. Supervise 9 manning  
TSH Companies : 1 Purchasing Manager, 1 Asst Purchasing Manager, 2 Senior Executives & 2 Executive  
Ekowood International Berhad: 1 Purchasing Manager and 2 Purchasing Executives
3. Reporting to Group Managing Director Dato Tan Aik Sim

**Achievements at TSH Resources Berhad**

1. Cost Saving for 2019 for all TSH group plantations
  - a) RM 731,465.47 for 2019 Diesel Tender Exercise
  - b) RM 88,947.00 for 2019 Biodegradable Plastic Bag Tender Exercise
  - c) RM 317,188.34 for 2019 Fertilizer Tender Exercise
  - d) RM 70,261.27 for 2019 Agrochemical Tender Exercise
  - e) RM 259,027.62 for 2019 Tyre & Tube Tender Exercise
  - f) RM 46,224.76 for 2019 Harvesting Tools Tender exercise
  - g) RM 46,937.00 for 2019 Lubricant Tender Exercise
  - h) RM 61,681.91 for 2019 Building Material
  - i) RM 1,446.44 for 2019 Kitchen Utensils
  - j) RM 10,028.10 for 2019 Medicine & Equipment
  - k) RM 101,635.64 for 2019 PPE & Safety
  - l) RM 32,615.94 for 2019 Stationery & Printing
  - m) RM 36,363.64 for 2019 Additional Purchase Fertilizer
  - n) RM 2,513.94 for Urea Tender Exercise Round 3
  - o) RM 44,044.74 for Workshop Tools Tender Exercise
  - p) RM 5,663.58 for Agronomi Product
  - q) RM 22,340.06 for Electrical Parts
  - r) RM 4,242.42 for Urea Tender Exercise Round 4
  - s) RM 1,478,413.26 for 2020 Fertilizer Tender Exercise
  - t) RM 160,303.03 for 2020 Agrochemical Tender Exercise
2. Standardize vendor for installation Lighting arrestor, grounding protection tower, office, genset and weightbridge
3. Rationalize major machinery (Landini Tractor) Genuine Part to Replacement Part that cover the amount of RM 1.5mil.
4. Reduce 30% of total monthly volume Purchase Requisition by implementing Category Purchase Schedule Ordering Programme
5. Improve timely delivery critical product such as fertilizer and agrochemical to the estate by locking in delivery lead time and impose late delivery penalty.
6. Consolidate group purchases and establish national price agreement with major and principle vendor in order to obtain competitive price, quality product.

**Period:** 10<sup>th</sup> August 2014 – 12 October 2018  
**Position:** Senior Manager, Procurement  
**Employer:** Cenviro Sdn Bhd (formerly UEM Environment Sdn Bhd)

**Cenviro**, an investee company of Khazanah Nasional Berhad, is a major player in the Malaysian environmental services industry. Cenviro Sdn Bhd is the holding company for Kualiti Alam, Kualiti Kitar Alam, Kualiti Khidmat Alam and E Idaman and Shan Poornam

**Job Description:**

1. Supervise 16 manning (3 Assistant Manager, 5 Executives & 4 Procurement Assistant, 1 Store Executive, 2 Store Keeper and 1 Store Hand).
2. Reporting to CFO, Cenviro Sdn Bhd.
3. Managing all sourcing, purchasing and procurement functions that cover Opex, Capex, and Contract
4. Establishes and implements short and long term procurement goals, objectives, strategic plans including monitors and evaluates programmatic and operational effectiveness in centralising the company procurement activities, and effects changes required for improvement on procurement.
5. Responsible in assuring the highest level of ethics in every transaction; and ensure discretionary of authority limits, procurement policies and procedures meet internal and external compliance requirement
6. Lead negotiation sessions with vendors/tenderers on procurement contracts and makes recommendations designed to have an impact of substantial annual savings.
7. Produce monthly report and fact sheets for analysis and process improvement

**Achievements at Cenviro Sdn Bhd**

1. Achieve Cost Saving at total
  - RM 5 mil out of RM 66 million (8%) of purchases from Aug 2014 till Dec 2016.
  - RM 1.6mil out of RM 31.7 mil (5%) of purchases 2017
2. Successful restructure and revamp Procurement Department and foster a team –orientated environment
3. Lead Plant Fire Protection Upgrading Project on Procurement related matters and follow through on its implementation.
4. Proven ability in a problem solving environment such as :-
  - a) Resolved issues hiring of foreign workers in order having sufficient labors for plant activity.
  - b) Minimize plant machinery downtime by ensuring sufficient critical spare part
  - c) Identify and dispose obsolete stock
  - d) Resourcing and replacement aging machinery & tipper truck which monopoly by single contractor over a period of 20 years. Total rental cost is RM 2.3 million per year.
  - e) Rectify all aging invoices matching issues and ensure all Goods Receive Note & Invoice & PO being match accordingly and submit to HQ within SLA limit.
  - f) Resolve all long outstanding PRs & POs issues.
5. Ensure right vendor being selected in return to achieve competitive rate for Routine Purchases & Major Shut down exercise and Project Tender Exercise
6. Work with Software Consultant and develop online E Bidding for the Group.
7. Manage to create good ethic culture within the team and improve team spirit and performance.
8. Business Process Owner (BPO) for MM Module For SAP Suite on HANA RM 20 mil project

**Period:** 1<sup>st</sup> April 2013 – 31<sup>st</sup> July 2014  
**Position:** Procurement Manager  
**Employer:** UOA Hospitality Sdn Bhd

**UOA Development Bhd** is one of Malaysia's leading property developers with an unwavering commitment to building excellence. Listed on the main board of Bursa Malaysia, UOA are primarily involved in property development, construction, property investment hospitality.

**Job Description:**

1. Responsible for all sourcing, purchasing and procurement functions for Hotel and F&B. Manages all tender and quotation of in all required items with team of people. Management and administrative of the department.
2. Supervise 2 Purchasing Executive & 1 Purchasing Assistant
3. Reporting to Head of Hospitality
4. Conducts tender interview and price negotiations on behalf of budget holders

**Achievements at UOA Hospitality Sdn Bhd**

1. Manage project Pre-opening within timeline
  - Connexion@Nexus Convention Centre –September 2013
  - Capri Hotel by Fraser – April 2014
  - Bukit Ceylon Hotel- June 2014
2. Achieving cost saving RM2.2mil out of RM6 mil purchases For Connexion@Nexus Convention Centre.
3. Achieving cost saving RM6.6mil out of RM 13 mil purchases For Capri
4. Establishing procurement procedures and method related to Request for Quotation, Tenders and Group Wide Price Agreement
5. Set up Centralised Procurement Software System for the Group of Hotels.
6. Closely work together with Internal Head of Department, Owner Representative and Vendors in order to deliver right quality product, right pricing and right delivery time.

**Period:** 15<sup>th</sup> November 2010 – 22<sup>nd</sup> March 2013  
**Position:** Purchasing Manager  
**Employer:** Proton Edar Sdn Bhd

Proton Edar Sdn Bhd engages in the sale, distribution, and marketing of automotive products and services. It sells cars, cycles, bikes, leather goods, clothing gear, stationery, accessories, spare parts, and other components. Proton Edar Sdn Bhd sells its products through dealers. Proton Edar Sdn Bhd operates as a subsidiary of Proton Holdings Bhd.

**Job Description:**

1. Supervise 7 manning (1 Assistant Purchasing Manager, 2 Purchasing Executives, 3 Purchasing Assistants and 1 General Clerk)
2. Reporting to CEO PROTON Edar Sdn Bhd.
3. Plan and manage cost saving initiative and cost reduction (OPEX & CAPEX) for 129 Proton Edar's Branches.
4. Develop and ensure all purchasing/procurement activities are in line with company Standard Operating Procedure (SOP), Group Policy & Procedure (GPP) and Audit Requirement
5. Manage and oversee the team to negotiate with suppliers /tenderers to deliver optimum level in cost, service and quality.

**Achievements at Proton Edar**

1. Centralised all Proton Edar's renovation Corporate Identity project through appointed panel renovation contractor, loose furniture & ID drafting vendor and establish price agreement. With this arrangement, Proton Edar able to achieve minimum renovation cost and time saving in term of CI implementation nationwide project. This exercise will cover 129 Proton Edar Branches & 400 dealer's outlets.
2. Cost saving to date is at RM 2,59mil out of RM 45.8mil purchases or 5.70% for Proton Edars
3. Improve process of purchasing activity inclusive sourcing, delivery time frame, respond to user request.
4. Key Committee member for EON rationalization & consolidation exercise refer to all Procurement matters.
5. Project completed as per below:-

No	Completed Project	Total Cost	Cost Saving
1	Ampang Sales Branch Extension Renovation	RM 1,650,000.00	RM 125,491.00
2	Integrated Facilities Management for all Proton Edar Branches Nationwide	RM 4,400,000.00	RM 446,000.00
3	New Body & Paint Centre Shah Alam Construction	RM 2,979,000.00	RM 229,763.00
4	Mutiara 3S Centre Renovation	RM 900,000.00	RM 130,000.00
5	New Setapak 3S Centre	RM 2,800,000.00	RM 96,691.00
6	PDI Extension Renovation	RM 2,700,000.00	RM 55,282.00
7	New Ipoh 3S Centre	RM3,698,000.00	RM 21,073.00
8	Renovation for Proton Technical Training Room Upgrading Renovation	RM 195,000.00	RM 20,632.00

6. Car Accessories Cost Saving Activities For Exora Standard CVT CFE at RM 201,311.00
7. Car Accessories Cost Saving Activities For P3-22A at RM 41,350.00



**Period:** 01<sup>st</sup> November 2008 – 11<sup>th</sup> November 2010  
**Position:** Purchasing Manager  
**Employer:** Goldis Berhad

Goldis Berhad is a Malaysia-based company engaged in investment holding and the provision of management services. Goldis Berhad, formed after the merger of Tan & Tan Developments Berhad and IGB Corporation Berhad.

**Job Description:**

1. Supervise 1 Purchasing Officer , 1 Purchasing Executive
2. Reporting to Executive Chairman Goldis Berhad Ms Tan Lei Cheng.
3. Manage subsidiaries purchasing activities that consist of GTower, The G City Club Hotel, Elements Gyms, Sonata Sdn Bhd & Flexo Offices
4. Planning, evaluate and Completed all FF&E procurement for Pre-Opening Hotel & Offices.
5. Conducts tender interview and price negotiations on behalf of budget holders.
6. Responsible for preparation of proposal, comparison and tender document
7. Ensure that GTower's purchase the right FF&E product at all times at the best possible prices
8. Review contracts, proposal and agreements.

**Achievements at Goldis Berhad**

1. Achieving cost saving RM3mil out of RM12 mil purchases.
2. Manage pre-opening project that cover 5stars hotel 180rooms, F&B outlets (Lounge, Banquet, Sky Bar, Executive Club, Restaurants , Flexo Offices, Gym)
3. Pro-active involve in project design and planning stage which include restaurant design, kitchen design and hotel room design.
4. Negotiate best value and delivery time frame for the company.
5. Setting up Procurement software system.

**Period:** 2<sup>nd</sup> May 2006 – 17<sup>th</sup> May 2008  
**Position:** Purchasing Manager  
**Employer:** Eastin Hotel

The Eastin Hotel is an international business class hotel located closely to commercial district and entertainment outlets. The Eastin Hotel, Petaling Jaya has again been honored with Hospitality Asia's Best 4-Star Business Hotel platinum award-an award that is recognized internationally as a symbol of hospitality excellence

**Job Description:**

1. Supervise 2 staffs-1 Purchasing Executives and 1 Purchasing Assistant
2. Reporting to Financial Controller
3. Prepare and analyze proposals, agreement & determine appropriate election of suppliers based on the Eastin Hotel's standard and expectation.
4. Initiate cost reducing for all supplies and services while meeting Eastin guideline & quality specification
5. Chair Tender Committee for perishable and engineering items & preparing tender summary to management

**Achievements at Eastin Hotel**

1. Cost saving for to date for 2007 is at RM 345,317.24 and cost saving May-Dec 2006 is RM 102,586.95
2. Revamp for the Purchasing Department in order to be effective and productive

**Period:** Oct 2004 - 30th April 2006  
**Position:** Assistant Purchasing Manager  
**Employer:** Bukit Tinggi Resort

This 4 star resort consists of Colmar Tropical (248 rooms) French theme resort, Japanese Village with Tatami suite & Spa, Japanese Tea House, Botanical Garden, Bukit Tinggi Golf & Country Club comprises 18-hole Golf Course, several golfers' suites and a sports complex. Meranti Park Suite consists of 65 units of Apartment units. Château de Colmar Hotel & Spa spans over 200 rooms and suite also another property of Bukit Tinggi Resort.

**Job Description:**

1. Supervise 4 staffs-3 Purchasing Executives and 1 Purchasing Clerk
2. Reporting to Financial Controller
3. Manage overall purchasing activity for the resort that cover Transport & engineering spare parts, Retail EDP, paintball, F&B, Animals' food, Central laundry items, diesel, lift, golf course material & machinery and horticultures material .
4. Chair Tender Committee for perishable & groceries items.
5. Review contracts, proposal and agreements.
6. Monitor supplier performance and pursue cost reduction exercise.

**Achievements at Bukit Tinggi Resort**

1. Finalize procurement items (FF&E) for the pre-opening of Chateau de Colmar at cost of RM6 million
2. Standardized format for Form Daily Market List and purchasing personnel to save 2-3hours on this ordering process.
3. Implementing Direct Purchase Ordering Schedule it solve logistic problems, and increase negotiation power for Purchasing Department. As well as reduce total PR PO and reduce 30% workload.

**Period:** Feb 2002 - To Oct 2004  
**Position:** Purchasing Manager cum Cost Controller  
**Employer:** Twelve SI Entertainment Centre

The 12 million complex having undergone a RM 6 million renovation and incorporates with ultra-sophisticated sound and light system. The complex is touted to be the first of its kind in Malaysia, embracing an all concept of entertainment to include food and beverage, music, fun bar, live entertainment, lounge and dance club. It is Atmosphere the club, Barfly, Bliss and Gerai the café. Totally, it consists of 6 bars and 1 restaurant in this entertainment centre.

**Job Description:**

1. Supervise 4 staffs including purchasing officer, storekeeper, and two bar auditors
2. Reporting to Finance Director Dato Peter Tang
3. Manage overall purchasing activity of the company including food & beverage, renovation, building maintenance, and general items purchases.
4. Setting up the policy and procedure for the purchasing, cost control and store department.
5. Continuous pursue and implement cost reduction activities to improve overall business performance
6. Preparing monthly purchasing report which includes the details of significant price changes, new and potential supplier, supplier termination, supplier performance review and summary of total purchases.
7. Identify problem areas and recommended ways to improve food and beverage cost

**Achievements at Twelve SI Entertainment Centre**

1. Successfully pre opening TwelveSI Entertainment Centre
2. Actively participate in price and volume negotiation especially with the food & beverage suppliers.
3. Setting up the bar audit inventory system by spreadsheet thus generating daily bar audit report
4. Recognized & rewarded by owner for amount of RM 3000 due to continuous effort for cost control & reducing.

**Period:** August 1999-to Feb 2002  
**Position:** Purchasing Executives  
**Employer:** TT Resource Berhad

The leader in the fine dining of Chinese delicacies, fusion delights and western cuisines. It own and manage the largest chain of Chinese restaurant in Malaysia.

**Job Description:**

1. Supervise 1 Purchasing Assistant
2. Reporting to Purchasing Manager
3. Oversea purchasing function for 12 restaurants (5 Star Oyster & Sushi Bar, Star central Kitchen, 4 San Francisco Steak House, Santini Italian Restaurant, Shroom.)
4. Oversea function of storekeepers in the 12 restaurant.
5. Preparing monthly food purchase quotation price comparison and selecting the first and second alternatives supplier. Ensuring the outlets purchase from the authorized suppliers.
6. Preparing monthly price changes report.
7. Monthly conduct price negotiation with the meat and perishable supplier.
8. Between two to three months doing market survey.

**Achievements at TT Resource Berhad**

1. Success pre- opening for Restaurant San Francisco Steak House in Summit USJ and Mid Valley Which include the job scope tendering project evaluating and recommending final contractor. This tender is especially for the bar equipment, chiller, cold-room, and kitchen operating equipment, audio visual, alarm system, and gas piping.

**Period:** March 1998-July 1999  
**Position:** Material Agent  
**Employer:** Mandarin Oriental Kuala Lumpur

Job Description: Receiving

1. Responsible for ensuring that the hotel obtains the quality and quantity of goods as ordered, at the agreed prices.
2. Ensure that all incoming goods are covered by a purchase order, a market list or a supplementary food order.
3. Ensure that all incoming goods are of the required quantity and quality.

Job Description: Store & Issuing

1. Organize the stores; control goods in its custody and prevent loss through theft and spoilage.
2. Ensure that all inventories are kept at the optimum level.
3. Assist in the monthly physical stock-taking for all inventories and bring to the attention of Management any slow-moving or obsolete stock.
4. Check stock levels and where applicable, advise the Material Officer if the level falls below the minimum re-order quantity.

Job Description: Cost Control

1. Obtain invoices for goods purchased from the receiving section, check the invoices and enter data into the computer.
2. Assist in preparation of various daily and periodical Food and Beverage report and analysis.
3. Carry out month-end stock-take in accordance with the Material Management concept.

**Period:** Jan 1997 - Feb 1998  
**Position:** Cost Control cum Purchasing Assistant  
**Employer:** Olympia Leisure Sdn Bhd

A subsidiary of Olympia Group (listed company), an established company engage in seven Italian and France restaurants operation (Scalini, Citrus, Herittance (SOHO), Balzac, Merc, Gusto and Grappa Restaurants)

Job Description:

1. Reporting to Cost Controller
2. Preparing monthly food & beverage purchase quotation price comparison
3. Assisting Prepare monthly Food and Beverage Costing Report.
4. Preparing weekly Operating Expenditures Report for seven outlets.
5. Preparing and analyze Daily Revenue Sales Report and Sales Productivity Report
6. Recipe costing
7. Preparing function costing Report
8. Preparing monthly Wine and Food Sales Analysis Report.
9. Monitor food and beverage cost in order to obtain timely corrective actions.
10. Participate in month end physical stock take and randomly spot check
11. Spot check receiving outlet
12. Assisting Set up Micros System 3700 in the outlets.
13. Preparing Stock Reconciliation and Stock Movement Report.
14. Sorting, posting invoices to Squirrel System and invoice balancing.

## **REFERENCES**

Name: Mr. Khalid Bahsoon  
Occupation: Managing Director  
Company: Cenviro Sdn Bhd  
H/p: 012-385 8639

Name: Ms. Lim Kwee Yong  
Occupation: Chief Finance Officer  
Company: Cenviro Sdn Bhd  
H/p: 012-209 6246

Name: Mr. Ng Yee Meng  
Occupation: General Manager Human Resource  
Company: Matrix Concept Holdings Berhad  
H/p: 012-210 3703

Name: Ms. Wong Soo Lee  
Occupation: Procurement Consultant  
H/p: 012-267 9002