LEONG KAH MING

PERSONAL DETAIL
IC No: 781230-08-5543
Income Tax No.: SG1196697006
EPF No: 16160559
Marital Status: Married
DOB: 30 December 1978
Nationality: Malaysian

EDUCATION

July 2004	Postgraduate Diploma in Software Engineering Staffordshire University	Pass
Oct 2002	BSc in Computing (Internet Technology) Staffordshire university	2nd Upper

LICENSES AND CERTIFICATES

2018	CISCO Industrial Networking Specialist
2017	SAS Base Programming
2014/2019	TAE40110 Certificate IV in Training And Assessment—Boxhill Institute
2013	VMware Certified Professional 5—Data Center Virtualization (VCP5-DCV)
	Microsoft Certified Trainer (Certification No: E271– 3216)
2012	MCITP: System Administrator on Windows Server 2008/ MCSA Windows Server 2008

POSITIONS HELD

- Sep 2019 - Current, Functional Lead - IT, UOW Malaysia KDU (UOWMKDU),
- May 2018 - Current, Senior IT Manager, UOW Malaysia KDU University College

Description of job responsibilities/tasks

1. Draft out the IT strategies and standardize and synchronize the IT processes and systems across campuses in ensuring the operational and business goals are met with current and future needs within UOWMKDU and University of Wollongong (UOW), Australia
2. Lead, enhance and manage all IT and technologies operation to facilitate the smooth transition and operations of UOWMKDU.
3. Pursue excellence and champion IT initiatives in all aspects of business.
4. Evaluate the process improvement needs within the Company to ensure continuous improvement and best practices are adopted
5. Develop, administer and coordinate all ICT infrastructures and systems in the Company to ensure optimum efficiency and cost-effective.
6. Strategic and lead projects that address the needs of the business, solution delivery and operations areas. Eg: implementing single domain, email and LMS system, backup and DR strategy, HR and Finance system migration to UOW AU for UOW Malaysia and system synchronization, processes aligning and integration among campuses in Malaysia
7. Represent UOW GE in M&A process (IT Portion) for a college, system merging, migration and synchronization for UOW Malaysia

- Feb 2018 - May 2018, IT Infrastructure and Operation Manager

Mizuho Bank (Malaysia) Berhad

Description of job responsibilities/tasks

1. In-charge for IT administration, operation, infrastructure and security
2. Initiate and analysis on infra related requirement and purposed appropriate solution
3. Planning and maintenance of system and network related security
4. Planning and maintenance of business continuity site
5. Administration on operation performance and daily operation on system related business operation

Reason of leaving: Seeking a challenging environment

28, Jalan Putra Permai 10/4
Putra Heights
47650 Subang Jaya
Selangor Darul Ehsan,
Malaysia

Mobile: +6 012-3387 386
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LEONG KAH MING

- Jun 2017 - Dec 2017, IT Infrastructure Manager

MobilityOne Sdn Bhd

Description of job responsibilities/tasks

1. Oversee the daily operations of the department
2. Implement proper DR, BCP, backup strategies, IT asset management and etc for the company
3. Lead and perform DR drill (up to 72 hours) and TPA's (MyClear/PayNet) self audit assessment
4. Main contact point to the external IT auditor/IT Vendors
5. Improve operational efficiency and SOPs for the inter-departments
6. Commission/upgrade/patch the systems and infrastructures accordingly. eg: VMware, Windows Server, MS SQL Server, firewall and etc across different countries/data centers (Malaysia, Bangladesh), pen test and etc
7. Daily support activities, eg: network and system troubleshoot, preventive maintenance, monitoring, PCIDSS and etc
8. Supervise and motivate the team to work collectively and efficiently.

Reason of leaving: Fixed-term contract

- Feb 2015 - Feb 2017, MIS/ICT - Manager
- Aug 2008 - Jan 2015, ICT-Assistant Manager
- Dec 2005 - July 2008, ICT-Technical Specialist

Selangor Human Resource Development Centre (SHRDC)

Description of job responsibilities/tasks:

1. Develop and implement the strategic directions and policies for both departments (MIS/ICT)
2. Oversee the daily operations, budget, schedule requirements, operational efficiency and cost effectiveness for both departments (MIS/ICT)
3. Develop and implement MIS/IT policies across all the functionality (eg: data accuracy, data analysis, security, compliance process, hardware and software monitoring)
4. Implement preventive maintenance strategy and disaster recovery plan to avoid unplanned downtime and outages
5. Supervise and motivate the team to work collectively and efficiently
6. Coordinate with team members to ensure that technologies, infrastructures and operational requirements are met with the standards (eg: ISO, ITIL, SOP, BSA requirements and etc)
7. Recommend and implement new technology solutions (eg: data analytic/ BDA, MOOC, cloud technologies) to improve productivity and fulfill the company's business and technology requirements needs
8. Automate the business processes and experiences in setting up, managing and supporting the servers operation, virtualization, network, database, software application and IT related equipment
9. IT vendors management
10. Involve in various government funded projects and ensure the trainings/ courses are deliver in effective manner
11. Co-ordinate/liaise/collaborate with participated MNC companies in preparing the training pathway, agreements, student recruitment, scheduling, industry placements, on-the-job visits and etc within the stipulated time frame
12. Accompany marketing department in promoting the short courses for the industry and customers
13. Liaise with oversea partners in deliver/transferring knowledge and skills to Malaysia

Reason of leaving: Seeking a challenging environment

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- Jul 2004 - Dec 2005, Lecturer cum IT Project Manager

PMI Education Sdn Bhd

Description of job responsibilities/tasks:

1. Design, develop and maintain the company website/CMS through WAMP platform
2. Administer and maintain the computer systems, network, IT equipment and PABX system are functioning properly at all times
3. Lead the students in developing the interactive CD for marketing purposes
4. Involved in planning and smooth operation of the project assigned
5. Conducting lecturers efficiently and effectively
6. Lead the School of ICT in marketing the short courses and programs
7. Lead/participate in various committee, eg:
   - Academic and Curriculum Development Committee
   - Academic and Exam Board
   - Project and Internship Committee
   - Website and IT facilities Committee

Reason of leaving: Seeking a better opportunity

- Jun 2003 - Jun 2004, Lecturer

Informatics College, KL

Description of job responsibilities/tasks:

1. Conducted the lecturers efficiently and effectively
2. Involved in new program development - Game Design
3. Unit leader for EE260 - Network Security (nationwide)
4. Coordinate with other lecturers (nationwide) in delivering the module (EE260)

Reason of leaving: End of contract

- Nov 2002 - Jun 2003, Assistant Programmer

Synovate Sdn Bhd

Description of job responsibilities/tasks:

1. Use LAMP to develop, test and maintain the CMS system for different region (part of the company website)
2. Update and maintain the databases

Reason of leaving: End of contract

SKILLS (INTERMEDIATE AND ABOVE)

√ Operating System: Windows Family (Servers and desktop), Linux
√ Virtualization: VMWare vSphere, vCloud, Hyper-V, VirtualBox
√ Database: MS SQL, MySQL, Oracle (with Administration skills)
√ Project Management
√ Data Science: SAS Programming

REFERENCES

Reference available upon request

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