

Curriculum Vitae

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Qualification : Master of Business Administration & Bachelor of Mechanical Engineering

Professional Summary

16 years of experiences in Procurement area in which total of 11 years in manufacturing line and total of 5 years in logistics and warehousing line (3PL).

Currently working in Texchem Life Sciences Sdn. Bhd. as a Senior Supply Chain Manager II.

Having strong knowledge in product sourcing, term negotiation, vendor selection, vendor management and procurement process improvement. Category of purchase involves raw material purchase (plastics raw material), Packaging item, Material Handling Equipment, Office Supplies and Building Repair and Maintenance purchase.

Having additional skill in others area such as cost saving project, handle e-tender, procurement agreement review, strategic purchase eg vendor consolidation and price hedging, handles custom related issue in CJ5, Duty Drawback and Duty Exemption, arrange import and export shipment, handling Supplier Audit and inventory control.

On top of that, good inventory management skill and excellent result in managing old stock and good track of record in stock accuracy. Experience in managing 3PL and manage distribution cost for the company.

Prior to my purchasing role, I worked as production planner for 5 years in Western Digital and 2 years as an Industrial Engineer in Samsung Electron Devices. Key role involves production planning and materialize the customer order on time.

Work Experience

Jan 2017 till present Texchem Life Sciences as a Senior Supply Chain Manager II. Leading a team of 10 staffs. Overseeing Procurement, Material Planning, Logistics and Warehouse Department.

Key responsibilities:

- **Procurement**

Set up Procurement policy, develop effective Procurement SOP and provide SOP training to Purchasers from time to time

Prepare Yearly Cost Saving Budget for management review and lead Procurement team's cost saving activities to improve company bottom line.

Develop strategic business relationship with key suppliers

Develop Procurement Strategic Plan and have procurement continuous plan in place every year.

Negotiate with supplier for better purchase price and payment term. Also perform contract negotiation with suppliers and renew contract as when needed.

Handle purchased item quality claim and supplier's dispute issue.

In charge of CAPEX item, MRO, Equipment, Plastic Resin, Packaging Material purchases and ensure spend within allocated budget.

Collaborate with internal stakeholder and external parties when sourcing of new supplier.

Participate in new project sourcing and ensure goods deliver on time.

Prepare Supplier Audit Plan and perform site audit together with Quality Team members on critical supplier.

Evaluate supplier performance in yearly basis and maintain Supplier Approved List

Provide coaching, advice and guidance to purchasing staff

- **Material Planning and Inventory Management**

Oversee day to day material planning to ensure sufficient level of raw material eg plastic resin, metal part and packaging material for Production. Set up min max and safety stock level for low value material. To control material exposure for End of Life Product.

Make improvement on current inventory system and ensure stakeholder adhere to the system for higher stock accuracy. Conduct monthly stock take and yearly stock take activities. Analysis stock variances and obtain approval for stock adjustment. Review stock aging status with stakeholder to reduce risk in keeping expiry stock.

Manage stock turn over and ensure stock value maintain within budget.

- **Warehouse and Store Management**

Ensure Finished Goods Warehouse and Store operate within SOP and compliance to Safety. Implemented Warehouse Management System for optimum storage utilization and ensure of FEFO stock picking.

Manage 3PL Warehouse operation and optimize space utilization from time to time.

- **Distribution and Logistics**

Ensure sufficient of truck operate in daily basis. Utilize return trip to achieve lower logistics cost. Source and review logistics providers' performance in yearly basis. Ensure smooth operation without delay of customer shipment.

- **Custom related issue and LMW Renewal**

Manage custom inquiry and liaise with custom on all license application as well as renewal of LMW for the company.

- **Resource Planning and Talent development**

Plan sufficient and manpower needed to support day to day activities. Set SMART KPI for staffs and provide coaching and training to staffs who needs guidance.

Achievement:

- Successfully kick off Job Order system in production line for better material usage control in 2020
- Successfully kick of Warehouse Management System in 2019
- Improved stock accuracy from 60% to 99% in 2019
- Improve packaging material supply consistency with new material planning system in 2018
- Generate Total Cost Saving of RM1,003,000 to the Company bottom line

Jan 2016 till Sep 2016 Sunway Shopping Malls as a Procurement Manager. Leading a team of 5 staffs and overseeing total of 4 operating shopping malls. Managing a total spend of RM45 million per annum with 50% spend category of MRO and 50% spend in Marketing category.

Key responsibilities:

- To implement process improvement that increase process efficiency
- Ensure procurement policy in place and all parties adhere and compliance to the procurement policy
- Perform Procurement Spend Analysis from time to time neither in terms of staff efficiency or category of spend analysis
- Ensure all purchase price are being standardize across all Malls within Sunway Shopping Malls
- Generate saving to the company via procurement strategy
- Manage suppliers, ensure suppliers deliver services according to the Malls operation standard and maintain good relationships with internal and external customer
- Provide training, lead, coach and supervise procurement staffs so that urgent matters are being attended, work order are being process according to agreed time line and staffs' requirement are being communicated to higher level
- Review and ensure SOP are being updated from time to time
- Provide and support Group Procurement requirement as when required
- Support new Malls pre-opening Procurement activities
- Ensure contracts are well maintained from time to time
- Overseeing store management, ensure stock are accurate and stock replenishment are done on timely matter
- Conduct tender via Ariba e-sourcing

Achievement:

Saving RM8000 in Fire Extinguisher, RM40k in Kitchen Exhaust Cleaning service

Simplify Price Comparison Approval Matrix to speed up PR/PO process

Simplify Emergency work process to speed up PR/PO process

Aug 2010 till Dec 2015 Joined CEVA Logistics (M) Sdn Bhd as a Procurement Manager. Leading a Procurement Department in Malaysia. Reporting to SEA Procurement Lead and dotted line to Chief Procurement Officer based in GHO.

Key responsibilities:

- **Procurement SOP**

Taking care of Malaysia procurement activities and ensure procurement processes are compliance to CEVA Business Rule policy.

- a. Standardize Procurement Standard Operation Procedure across three countries as much as possible.
- b. Work closely with each country procurement team to ensure a smooth procurement process in place.
- c. Continue review and improve Procurement Standard Operation Procedure to increase overall department efficiency.
- d. Develop Procurement plans and procedures, including schedules, strategies and execution details.
- e. Standardize Procurement SOP across South East Asia country

- **Category of purchase**

Total spend of purchase is at average of MYR8million/year in which MYR200k belongs to Office supplies ranges from printing form, banner printing, signage food supply, souvenir for customer and staff, uniform, staff birthday gift, office furniture, renting of air cooler, renting of chair, table and canopy for company event, electrical appliance, drinking water and stationary etc. MYR2.6million annum spend in Packaging item purchases eg Label, stretch film, carton box, strapping band, pallet, tape , foam and etc. And, MYR 1million spend per annum in MRO item. The balance spend are in MHE rental, copier rental, Packaging equipment rental, IT purchase, courier etc.

- **Sourcing**

To source material, equipment and services required and work closely with end user to ensure product specification are met accordingly.

****E- Sourcing**

Run e-tender in Malaysia and Singapore whenever there is requirement either from Procurement or other support team such as HR, IT or Trucking Department.

Ensure a fair bidding among vendors via e-tender tools.

Report and update e-tender event to Global Procurement from time to time.

- **Negotiation**

To negotiate price and agreement's terms with vendors to obtain best value for the company and at the same time compliance to the Company Business

Rule. Also negotiate with vendor when dispute and commercial claim issue arises.

- **Support New Warehouse Set up Project**

Work closely with Project Implementation Team to understand specification. Actively participate in new warehouse set up and provide necessary support especially in sourcing of new items, obtaining official quotation, shortlist vendor and award vendor.

Follow up with vendors to ensure the awarded vendor meeting the project time line.

Monitor and control CAPEX spend and ensure total spend (PO raised amount) are within approved CAPEX

- **Vendor Management**

Conduct vendor performance evaluation in yearly basis.

Ensure Approved Vendor List is being maintained from time to time, approved by Finance Head before publish to users every quarter.

Set up new vendor registration process and ensure new vendor selection is compliance to process.

- **Cost Saving**

Actively participate in cost control and cost reduction activities.

Prepare yearly saving budget to global procurement team

Provide support and lead non Procurement such as HR, IT, Finance, Trucking, Administration Department to achieve cost saving budget.

Lead and drive South East Asia Procurement cost saving activities to achieve yearly saving budget.

Update saving report to global procurement team

- **Contract Review**

Review supplier contract for both Malaysia and Singapore.

Work closely with legal advisor to ensure terms are in flavor to Company and in compliance to Company Business Policy.

Follow up supplier contract renewal date and work closely with user on the renewal confirmation.

Type of Contract inclusive of HR contract eg labor contract, IT contract eg PABX system support contract, Transport Agreement, Facility Service agreement and as well as Procurement contract

- **Staff Training**

Conduct training to newly join staff

Product Knowledge sharing with Purchaser

Conduct JDE system training to Staff from time to time

Job Achievements:

- Standardization procurement SOP and Approval Matrix across SEA region
- Estimated saving of USD800k (5yrs) from forklift tender that conducted recently in MY in 2015
- Achieved Saving RM830k in 2012
- Achieved Saving RM 150k in 2013 (YTD Jun)
- Achieved Saving RM 154k in 2014 (74k Procurement item , 80k Trade item)
- Set up a more organized procurement SOP inclusive of PR/PO, Supplier performance, supplier qualification and Approved Vendor List.
- Roll out stationary web based ordering system

**Dec 2004~ Mar 2005 Joined Stenta Films (M) Sdn Bhd as a Production Planning Senior Executive.
Leading a planning team of 7 staffs include of Warehouse stock keeper.**

**Apr 2005 ~ Aug 2010 Transferred to Purchasing Department as a Procurement Department Head.
Leading a team of 3 purchasers in Purchasing Department.**

Key Accountabilities/Duties:-

- To lead procurement department for best purchasing practices and look for continue process improvement.
- To update Procurement SOP according to ISO requirement
- Source for new material and product
- Negotiate with vendor on pricing, payment term, shipment schedule, product supplies, claims and agreement terms and conditions
- Analyze material market trend to perform strategy purchases on resin purchase to ensure the Company purchase at lowest price if possible.
- Issue Purchase Order upon receive of Purchase Requisition
- Follow up delivery for Local and Import Shipment to ensure cargo arrive on time.
- Carry out vendor performance evaluation half yearly. Screen thru those under performance vendor s and go thru with them on production quality issue. Also follow up with vendor if there is any outstanding Nonconformance issue log.
- To prepare and submit Custom Report eg duty drawback report, duty exemption report and CJ5 report to Custom as per schedule
- Responsible for Duty Drawback, duty Exemption and CJ5 licenses renewal

- To follow up with Custom Duty Drawback Department on the import duty payback schedule.

Job Achievements

- Set up PR/PO web based system to replace manual PR/PO document
- Set up inventory monitoring and stock re-ordering system
- Set-up balance score card system for procurement department
- Achieved average of 15% of cost saving for packaging and raw material purchase item
- Set up product profile for critical purchase item

Reason of leaving: For better career opportunity

May 1999 ~ Dec 2004 Joined Western Digital (M) Sdn Bhd as a Production Planner

Key Accountabilities/Duties:-

- Responsible for weekly production planning and production output forecast plan and Master Production Schedule. Was in-charge of Just In Time Part Kitting project.

Job Achievements:

- Set up material kitting web based system
- Set up material kitting SOP

Reason of leaving: For better career opportunity

May 1997 ~ Apr 1999 Joined Samsung Electron Devices (M) Sdn Bhd as an Industrial Engineer

Key Accountabilities/Duties:-

- Responsible for production planning, inventory control, monthly stock take activities. Was in-charge of time study for part welding department, beading department and conducted motion study training to the floor operators.

Job Achievement:

- Set up standard operation time for production floor
- Organized sport day event, Best Operator and Best production line event

Reason of Leaving: Shifted to KL

Other Related Information:

Personality Humble, high integrity, result orientated and responsible person.

Management philosophy Strong believes in team work.

Last Drawn Salary Basic : RM10,800 per month
Bonus : On an average of 1month

Notice Period 3 months or less subjected to balance Available AL

Expected Basic Salary RM15,000