



RESUME

- Personal Details of Mike Hon Chee Wai -

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Mobile Phone Number:	012-6555461
Email:	numberonecheewai@hotmail.com numberonecheewai@gmail.com
Date of Birth:	3 rd May 1980
Sex:	Male
EPF No:	15998710
Tax No:	SG11033973080
Nationality:	Malaysian
Career Objective:	To gain knowledge and experience in property development. To venture into the industry for an opportunity to lead a lucrative and exciting career.

- Education -

Tertiary:

University of Wales Institute of Cardiff:	1998 to 2001 (HND in Architecture Technology)
Cardiff City & Guilds (UWIC):	2001 (Data basing, Word-processing, Auto CAD Version 14 to 2000)
Barry College in Wales:	1996 to 1998 (National Diploma in Construction) 1995 to 1996 (GNVQ in Construction)

Secondary:

St'Teilo High School Church in Wales:	1990 to 1995 (GCSE)
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- Employment History -

Eko Cheras Mall Management, 15th November 2018 to Mid July 2020

Operation Manager

- Coordinate/troubleshoot with consultant, Internal Department & Tenants/owners, check overall design from tenants and advise them Fit-Out & Mall Rules Regulation,
- Coordinate/troubleshoot with consultant/contractor upgrading surrounding premise,
- Propose design enhancement work on upgrading to surrounding requirements,
- Department meeting on report issue & solve error,
- Advise Facilities maintenance on individual requirements,
- Re-Setup Standard operating procedure Fit-Out & Facilities,
- Re-Setup proper Organization chart,
- Oversee renovation, upgrading & manage smooth daily tasks,
- Manage & increase the effectiveness & support service to internal department,
- Play a significant role in long-term planning, with the view to delivering operational excellence,
- Implement effective succession planning, people management, development, recruitment and retention strategies,

TREC Holding Sdn Bhd, 13th June 2018 to November 2018

Senior Facilities Manager

- Coordinate/troubleshoot with consultant, Internal Department, tenants & TREC Rules Regulation,
- Coordinate/troubleshoot with consultant/contractor upgrading surrounding premise,
- Propose design enhancement work on upgrading to surrounding requirements,
- Department meeting on report issue & solve error,
- Advise Facilities maintenance on individual requirements,
- Re-Setup Standard operating procedure Fit-Out & Facilities,
- Re-Setup proper Organization chart,
- Oversee renovation, reinstatement, upgrading & manage smooth daily tasks,
- Manage & increase the effectiveness & support service to internal department,
- Play a significant role in long-term planning, with the view to delivering operational excellence,
- Implement effective succession planning, people management, development, recruitment and retention strategies,

Quill City Mall, 20th June 2017 to 11th June 2018

Manager Fit-Out & Operation

- Coordinate/troubleshoot with consultant, Internal Department & Tenants, check overall design from tenants and advise them Fit-Out & Mall Rules Regulation,
- Coordinate/troubleshoot with contractor upgrading Mall,
- H.O.D. – Head of Department meeting on report issue & solve error,
- Advise H.O.D. on individual unit requirements,
- Re-Setup Standard operating procedure Fit-Out & Operation,
- Re-Setup Organization chart,
- Oversee, manage & smooth daily operations.

Beryaja Times Square Management Corporation, 15th August 2016 to 19th June 2017

Head of Operation

- Internal Department SOP,
- Attend regular meetings report issue & solve error,
- Oversee & Manage, ensuring smooth daily operations,
- Increase the operational process & policies in supporting better management,
- Manage & increase the effectiveness & support service to internal department,
- Oversee planning & controls,
- Play a significant role in long-term planning, with the view to delivering operational excellence,
- Implement effective succession planning, people management, development, recruitment and retention strategies,
- Present a yearly budget in conjunction with Finance officer for board approval and prudently manage resources within the budgets guideline.

Viva Venture PLT, June 2014 to 15th August 2016

Assistant Manager Fit-Out & Design for Viva Mall

- Coordinate/troubleshoot with consultant, Internal Department & Tenant/Owners, check overall design from tenants and advise them Fit-Out & Mall Rules Regulation,
- Coordinate/troubleshoot with contractor upgrading Mall,
- H.O.D. – Head of Department meeting on report issue & solve error,
- Advise Leasing Dept. on individual unit.

Tetap Tiara Sdn Bhd, 8th January 2013 to June 2014

Assistant Manager Operation & Building for Jaya One Mall under JMB & JMC

- Coordinate/troubleshoot with consultant, Internal Department & Tenant/Owners, check overall design from tenants and advise them Fit-Out & Mall Rules Regulation,
- Coordinate/troubleshoot with Project Department on upgrading New Phase Mall,
- Monitor performance of in-house contracted (Housekeeping, Maintenance, Carpark, Sewage Treatment Plant & Oil & Grease) service and take necessary action to assure in-house is up to standard,
- Attend H.O.D. – Head of Department meeting on report issue & solve error,
- Manage day to day operation of the building including planning and implementing precise maintenance schedule for facilities; ensure common facilities such as elevator, escalator, traveller, pump and mechanical equipment's are in proper working condition to avoid breakdowns,
- Manage a team of maintenance personnel, charginan and preventive maintenance team,
- Assist Developer in managing properties in Defects Liability Period (DLP); ensure defects from owners are properly recorded and ensure timely completion of rectification by contractors.

Kha Seng Group Sdn Bhd, 22nd August 2011 to 31st December 2012

Fit-Out Executive for Viva Mall & KWC Mall

- Coordinate/troubleshoot with consultant, Internal Department & Tenant/Owners, check overall design from tenants and advise them Mall Rules Regulation,
- Met deadline on opening Kenanga Wholesales City Mall,
- Attend H.O.D. – Head of Department meeting on report issue & solve error.

Tesco Sdn Bhd: 18th January 2010 to 26th August 2011

Planning Executive

- Coordinate/troubleshoot with Architect, Check Mail Design, Produce Design Standard Overall Building,
- Met demanding deadlines and expectations in a busy firm opening Tesco hyper market in Malaysia.

GDP Architects Sdn Bhd: 2004 to 2009

Draughtsman

- Worked on BP, Tender, Construction & As-Built drawings of major projects (UTP, Troika, KUKTM, E&O Office Apartment, Melatwati Bungalows, KL Pavilion, & Intermark Empire Tower),
- Met demanding deadlines and expectations in a busy firm,
- Worked on a total of 3 different projects within 3 months.

Tangsa Corporation Sdn Bhd: 2002 to 2004

Designer

- Met demanding deadlines and expectations in a busy firm,
- Produced drawings of roof truss works for various bungalow projects,
- Learnt to use Pryda Solution Program – software specifically to designing roof truss.

HYER'S Civil Engineering Ltd, Wales UK: 1997 summer break – 2 months

Draughtsman

- Assisted engineers in drafting,
- Job deadlines and hands-on site duties.

Hospital Architects Ltd, Wales UK: 1995 1 month

Draughtsman

- Assisted architects in drafting.

Singapore Sam Ltd, Wales UK: Part-Time 1995

Chef

- Managed daily course.
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- Computer Skills -

VectorWorks 2008, Auto CAD, Microsoft Office 2000, Sketch-Up Version 7

- Languages -

English, Cantonese

- Interests -

Learning anything new, Music, Swimming, Football, Rugby and Playing Video Games

- Referees -

Mr Ghani
Security Manager
Quill City Mall
Tel: 016-2422307

Mr Wayne
Marketing & Promotion
Berjaya Times Square Management Corporation
Tel: 012-3796414

Mr Jannes Chin
Advertising & Promotion
Viva Homes
Tel: 016-2189206

Ms Thanakodi A/P Radha Krishnan
Human Resource – Jaya One Mall
Tetap Tiara Sdn Bhd
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Mr Henry Chua
Ex-General Manager – KWC Mall
Kha Seng Group Sdn Bhd
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Mr Ling Shiang Peng
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