

RESUME

Data No. : JUNE 2023	
Candidate Information	Name of Candidate : Lorita Katleen Anak Bangik
	Nationality : Malaysian
	Date of Birth : 24th April 1967
	Marital Status : Married (3 Children, aged 35; 32 & 28)
	Language : English, Bahasa Malaysia and Iban
	Height & Weight : 5' 2" & 52 kg
	Home / Contact Address : Tabuan Laru, No. 188C, Lot 695, Lorong 4A5, 93350 Kuching, Sarawak.
	Availability : IMMEDIATE
	Expected Salary : 6,500 - 8,000 (Negotiable)
	Telephone / E-mail Address : 010-5425906 / lorita.katleen67@gmail.com
Education / Qualification : <ul style="list-style-type: none"> • Degree in Business Administration (major in marketing) – 2004; • Diploma In Private Secretarial – Systematic Kuching – 2001 	



SUMMARY OF CAREER, RESPONSIBILITIES AND EXPERIENCES

I have more than 25 years working experiences in various fields, i.e., in Healthcare, Engineering Consultancy Services, Newspaper Industry, Computer Industry, Motor Industry, Gutter (Rain Pouring System) Industry, Hotel Line and Construction Industry. I am also involved in ISO 9001:2015 Project Management System documentation, procurement, fabrication documentation and also materials co-ordination in the various projects.

With my latest experience working in Healthcare Industry, Pantai Hospital, and Mount Miriam Cancer Hospital in West Malaysia as Human Resource Manager, also as Office HR & Admin Manager in Soil Investigation Company and as Acquisition Manager with China Communication Construction (ECRL) company earlier, I am able to contribute all my experiences that I have acquired. Managing the project management system as per ISO 9001:2015 which includes costing for all tenders, tenders checking, site visits, even sourcing and lobbying for project within Malaysia and any other ad-hoc tasks as instructed by top management. Other tasks which I have performed are:-

- Recruitment and Staffing; Training & Development; Compensation & Benefits; Industrial Relations; Government Matters / Hospital Policies; General Administration.
- To ensure the project team department runs and being manage smoothly including making sure all the licenses are updated by licensing department, liaise with local and west Malaysian Authority for any grievances and other approval matters.
- To set up safety, health and environmental system (SHE) in all business units including setting up action plan and monitoring system to ensure SHE system progressing well. Also to conduct briefings, talks, seminars, workshops and meetings at regular intervals to business units, staffs and workers with the objective to make SHE system running effectively and efficiently.
- To always maintain good rapport with major Government Departments and Agencies especially with JKKP officers for mutual understanding and trust for the purpose of smooth operation in business units.
- To comply with relevant Government Laws, Rules and Regulations at all times. To provide guidance and assistance to palm oil mill's administration staffs as and when needed on mill administrative works and to help solve major administrative problems encountered by the mills.

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SUMMARY OF CAREER, RESPONSIBILITY AND EXPERIENCES

- As HR & PR Manager in the Engineering Consultancy Services company, I was assigned to prepare Payment Monitoring Report, Planning, as Internal Auditor, Documenting, Organizing, Directing, Controlling and Overall maintaining the administration for the office and overseeing the outstanding claims and payments.
- Appointed as AQMR to assist the QMR in ISO 9001:2015 Certification in Design, Project Management and Administration of Civil and Structural Engineering Works.
- Responsible in assisting the HR and Administration Manager whenever needed in terms of advising and decision making for staff orientation, training & development, employees relations. To assist in implementation and enforcement of human resources policies and procedures.
- Co-ordinate and administer the annual training plans and activities in achieving the company's business objective. Planning for the organization, establishing goals and arranging them in logical order. Business management, development and operation of the company.
- Oversee the organization goals and objectives to generate good will. To lessen gap between how an organization sees itself and how others outside perceive it.
- Administration cum HR Manager in a Construction Company, scope of work are Workers Cost Monitoring Report, Planning, as Internal Auditor, Documenting, Organizing, Directing, Controlling and Overall maintaining the administration, office and site.
- Responsible for performing full spectrum of HR functions Manpower planning, Administration, Performance Evaluation/Review. Managing and updating of employee HR files and Information. Implementation and enforcement of human resources policies and procedures. Co-ordinate and administer the annual training plans and activities in achieving the company's business objective. Planning for the organization, establishing goals, Business management, development and operation.
- As an Administration Manager, my scope of work are to maintain and improved Quality Management System (QMS) ISO 9001:2015 Project Management, Planning, as Internal Auditor, Documenting, Organizing, Directing, Controlling and Overall maintaining the administration for the office and site. Responsible for performing full spectrum of HR functions including recruitment, payroll administration, salaries tax filing, staff orientation, training & development, employee relations.
- Document Controller / Administrator cum Procurement in the Construction Industry, I have been assigned to the various civil, building, special property & business development and bridge projects, and also direct liaison with the contractors, suppliers and vendors on the company supplied items (comply with ISO 9001:2000 in project management system).
- I am well versed and familiar with various ISO 9001:2015 Procedures, Documentation & Data Management, Handover facilities requirement. Sometimes assist in preparing claims, Variation Order and Payment Certificate.
- I am a skilled user of MS Office Applications, Adobe InDesign C52, Adobe Photoshop and Microsoft Project Software. Ability to work individually or in group and the flexibility to travel, work under pressure as and when required.

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Work Experience		
From	To	Company/Project/Position/Relevant Technical and Management Experience

23.06.2023	30.9.2023	<p>Name of Employer : PANTAI HOSPITAL, SUNGAI PETANI & PANTAI HOSPITAL, LAGUNA MERBOK, KEDAH</p> <p>Position Held : HUMAN RESOURCE MANAGER</p> <p>Basic Salary : RM7,500</p> <p>Scope of work : (1) Responsible for day-to-day running of HR operations.</p> <ul style="list-style-type: none"> - Strategy & Planning - Recruitment and Staffing; - Training & Development; - Compensation & Benefits; - Staff Welfare & Grievances - Industrial Relations(IR) & Employee Relations (ER) - Disciplinaries - Government Matters / Hospital Policies; - General Administration. <p>(2) Plan, direct and coordinate human resource management activities of an organization to maximize the strategic use of human resources and maintain functions such as employee compensation, recruitment, personnel policies, and regulatory compliance.</p> <p>(3) Recruitment of executive / non-executive employees in all the Departments as when required.</p> <p>(4) Assist various Heads of Department in the process of manpower recruitment, orientation, transfer and termination.</p> <p>(5) Review and analysis of training effectiveness. Assist in writing personnel policies and office standard rule and practices.</p> <p>Maintain and update employee handbook when necessary.</p> <p>(6) Delegate and monitor work assignment and schedules for executives and clerical staff of human resource and administrative sections. Review their job performance and plan necessary training for them.</p> <p>(7) Help to set up operational procedures to maintain consistent work flow in the Department and/or company as a whole. Assist to formulate relevant company policies and implement them.</p> <p>(8)</p>
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Work Experience		
From	To	Company/Project/Position/Relevant Technical and Management Experience

10.06.2022	31.05.2023 (Resign due to Contract not renewed.)	<p>Name of Employer : MOUNT MIRIAM CANCER HOSPITAL</p> <p>Position Held : HUMAN RESOURCE MANAGER</p> <p>Basic Salary : RM7,000</p> <p>Scope of work : (1) Responsible for day-to-day running of HR operations.</p> <ul style="list-style-type: none"> - Recruitment and Staffing; - Training & Development; - Compensation & Benefits; - Industrial Relations; - Government Matters / Hospital Policies; - General Administration. <p>(2) Plan, direct and coordinate human resource management activities of an organization to maximize the strategic use of human resources and maintain functions such as employee compensation, recruitment, personnel policies, and regulatory compliance.</p> <p>(3) compensation, recruitment, personnel policies, and regulatory compliance.</p> <p>(4) Recruitment of executive / non-executive employees in all the Departments as when required.</p> <p>(5) Assist various Heads of Department in the process of manpower recruitment, orientation, transfer and termination.</p> <p>(6) Review and analysis of training effectiveness. Assist in writing personnel policies and office standard rule and practices.</p> <p>Maintain and update employee handbook when necessary.</p> <p>(7) Delegate and monitor work assignment and schedules for executives and clerical staff of human resource and administrative sections. Review their job performance and plan necessary training for them.</p> <p>(8) Help to set up operational procedures to maintain consistent work flow in the Department and/or company as a whole. Assist to formulate relevant company policies and implement them.</p> <p>(9) Assist to formulate relevant company policies and implement them.</p>
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Work Experience		
From	To	Company/Project/Position/Relevant Technical and Management Experience

23.09.2019	10.06.2022 (Resign due to daughter operation need to take care of her for 6 months)	<p>Name of Employer : GAGASAN TEGUH SDN BHD</p> <p>Position Held : Office & HR / Admin</p> <p>Basic Salary : RM5,733</p> <p>Scope of work : (1) Responsible for day-to-day running of HR operations.</p> <p>(2) Plan, direct and coordinate human resource management activities of an organization to maximize the strategic use of human resources and maintain functions such as employee compensation, recruitment, personnel policies, and regulatory compliance.</p> <p>(3) Recruitment of executive / non-executive employees in all the Departments as when required.</p> <p>(4) Assist various Heads of Department in the process of manpower recruitment, orientation, transfer and termination.</p> <p>(5) Review and analysis of training effectiveness. Assist in writing personnel policies and office standard rule and practices.</p> <p>(6) Maintain and update employee handbook when necessary.</p> <p>(7) Delegate and monitor work assignment and schedules for executives and clerical staff of human resource and administrative sections. Review their job performance and plan necessary training for them.</p> <p>(8) Help to set up operational procedures to maintain consistent work flow in the Department and/or company as a whole. Assist to formulate relevant company policies and implement them.</p> <p>(9) Business Development - Prospect for potential new clients and turn this into increased business.</p> <p>(10) Overall managing the office and site for better working environment.</p>
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Work Experience		
From	To	Company/Project/Position/Relevant Technical and Management Experience

23.01.2019	30.09.2019 (Recruitment Company / Closed down)	<p>Name of Employer : ERAJAYA SDN BHD</p> <p>Position Held : <i>Human Resource & Administration Manager</i></p> <p>Basic Salary : RM5000</p> <p>Scope of work :</p> <ol style="list-style-type: none"> (1) Responsible for day-to-day running of HR operations. (2) Plan, direct, and coordinate human resource management activities of an organization to maximize the strategic use of human resources and maintain functions such as employee compensation, recruitment, personnel policies, and regulatory compliance. (3) Recruitment of non-executive employees in the Administration (4) Assist Section Head in the process of manpower recruitment, orientation, transfer and termination. (5) Help to set up operational procedures to maintain consistent work flow in the Department and/or company as a whole. Assist to formulate relevant company policies and implement them. (6) Business Development - Prospect for potential new clients and turn this into increased business. (7) Cold call as appropriate within your market or geographic area to ensure a robust pipeline of opportunities. (8) Identify potential clients, and the decision makers within the client's organization. Meet potential clients by growing, maintaining and leveraging on the networking. (9) Research and build relationships with new clients. (10) Set up meetings between client decision makers and company's practice leaders/Principals. (11) Marketing - Determine the demand for products and services offered by a firm and introduce to potential customers. (12) Oversee product development or monitor trends that indicate the need for improvement and services.
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Work Experience		
From	To	Company/Project/Position/Relevant Technical and Management Experience

1.03.2018	20.01.2019 (Closed Down)	Name of Employer : GLOBALSHIP ENGINEERING & WELDING SDN BHD Position Held : <i>Project Manager</i> Basic Salary : RM5000 Scope of work : (1) To ensure the project team department runs and being managed smoothly. Making sure all the licenses are updated by licensing department, liaise with local and West Malaysian Authority for any grievances and other approval matters. (2) Costing for all tenders, tender checking, site visit and any other ad-hoc task by top management. (3) Sourcing and lobbying for project within Malaysia. (4) To set up safety, health and environmental system (SHE) in all business units including setting up action plan (5) To comply with relevant Government Laws, Rules and Regulations at all times. (6) To provide guidance and assistance to all departments, site and office, for administration, procedures and processes to be followed. To help solve major administrative and/or human resource problems encountered by all departments.
From	To	Company/Project/Position/Relevant Technical and Management Experience
1.11.2017	31.2.2018 (Project being frozen during BN govt)	Name of Employer : CHINA COMMUNICATIONS CONSTRUCTION (ECRL) SDN BHD Position Held : <i>Acquisition Manager</i> Basic Salary : RM6600 Scope of work : (1) To make sure and always maintain good rapport with major Government Departments and Agencies especially with Federal Ministry and also State Ministry for mutual understanding and trust for the purpose of smooth approval on land, licenses and other government bodies' requirements. (2) To comply with relevant Government Laws, Rules and Regulations at all times. (3) To provide guidance and assistance to all departments, site and office for administration, procedures and processes to be followed. To help solve major administrative, human resource problems encountered by all departments.

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Work Experience		
From	To	Company/Project/Position/Relevant Technical and Management Experience
1.12.2015	31.10.2017 (Closed Down)	Name of Employer : GF RENTAL EQUIPMENT SDN BHD Position Held : <i>Sales Manager</i>

		<p>Basic Salary : RM6600</p> <p>Allowance : RM1000</p> <p>Scope of work : (1) Determine annual unit and gross-profit plans by implementing marketing strategies; analyzing trends and results;</p> <p>(2) Establish sales objectives by forecasting and developing annual sales quotas for regions and territories; projecting expected sales volume and profit for existing and new products;</p> <p>(3) Implement national sales programs by developing field sales action plans;</p> <p>(4) Maintain sales volume, product mix and selling price by keeping current with supply and demand, changing trends, economic indicators and competitors;</p> <p>(5) Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies;</p> <p>(6) Contribute to team effort by accomplishing related results as needed;</p> <p>(7) Plan to ensure achievement of divisional and personal target, aligning with company sales policies and strategies;</p> <p>(8) Manage, develop, coach, control and motivate the sales force to develop their skill to ensure that a high professional standard is achieved and monthly sales target and KPI target are met;</p> <p>(9) Ensure targets are delivered through people management, performance review, reward and individual recognition;</p> <p>(10) Assess the strengths and weaknesses of the sales team and manage the sales program accordingly;</p> <p>(11) Provide on-the-ground support for sales associates as they generate leads and close new deals;</p> <p>(12) Meet with customers to discuss their evolving needs and to assess the quality of our company's relationship with them; Develop and implement new sales initiatives, strategies and programs to capture key demographics;</p> <p>Others: Meeting Sales Goals; Negotiation; Sell to Customer Needs; Motivation; Sales Planning Build Relationships; Coaching; Manage Processes Market Knowledge</p>
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Work Experience		
From	To	Company/Project/Position/Relevant Technical and Management Experience
21.11.2014	31.11.2015 (Station at Lahad Datu, environment)	<p>Name of Employer : KWANTAS BERHAD</p> <p>Position Held : <i>General Administrative Manager</i></p> <p>Basic Salary : RM6000</p>

	not conductive)	<p>Scope of work</p> <ol style="list-style-type: none"> (1) To ensure best service to telephone users without interruption and telephone accounts are settled on time without late payment interest/penalty. (2) To ensure insurance premium quoted being most competitive, policies are renewed on time, losses are claimed and paid on time. (3) To ensure sum insured was in line with insurance procedures & meeting company strategy. (4) To ensure all desired properties are protected under suitable insurance policies. (5) To ensure all employees are protected under suitable insurance policies. (6) To set up safety, health and environmental system (SHE) in all business units. (7) To set up action plan and monitoring system to ensure SHE system progressing well. (8) To conduct briefings, talks, seminars, workshops and meetings at regular intervals to business units staffs and workers with the objective to make SHE system running effectively and efficiently. (9) To always maintain good rapport with major Government Departments and Agencies especially with JKPP officers for mutual understanding and trust for the purpose of smooth operation in business units. (10) To comply with relevant Government Laws, Rules and Regulations at all times. (11) To provide guidance and assistance to mill's administration staffs as and when needed in mill administrative works. (12) To help solve major administrative problems encountered by the mills.
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Work Experience		
From	To	Company/Project/Position/Relevant Technical and Management Experience
10.07.2012	15.11.2014 (Personal Growth)	<p>Name of Employer : JURUTERA PERUNDING WAHBA SDN BHD</p> <p>Position Held : <i>HR & PR Manager</i></p> <p>Basic Salary : RM4500</p>

		<p>Scope of work</p> <ol style="list-style-type: none"> (1) Payment Monitoring Report, Planning, as Internal Auditor, Documenting, Organizing, Directing, Controlling and Overall maintaining the administration for the office and overseeing the outstanding claims and payment. (2) Assisting the QMR in ISO 9001:2008 Certification in Design, Project Management and Administration of Civil and Structural Engineering Works. (3) Responsible for assisting the HR and Administration Manager whenever needed in terms of advising and decision making for staff orientation, training & development, employee relations. (4) To assist in implementation and enforcement of human resources policies and procedures. Co-ordinate and administer the annual training plans and activities in achieving the company's business objective. (5) Planning for the organization, establishing goals and arranging them in logical order. (6) Business management, development and operation of the company. (7) Oversee the organization goals and objectives to generate good will. To lessen gap between how an organization sees itself and how others outside perceive it.
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Work Experience		
From	To	Company/Project/Position/Relevant Technical and Management Experience
01.04.2011	30.06.2012 (Project /Client contract in	<p>Name of Employer : PUTRA PERDANA CONSTRUCTION SDN BHD</p> <p>Position Held : <i>Administration Cum HR Manager</i></p> <p>Basic Salary : RM4800</p> <p>Site Allowance : RM800</p>

	Sarawak Ended)	<p>Scope of work : (1) Workers Cost Monitoring Report, Planning, as Internal Auditor, Documenting, Organizing, Directing, Controlling and Overall maintaining the administration for the office and site.</p> <p>(2) Responsible for performing full spectrum of HR functions including recruitment, payroll administration, salaries tax filing, staff orientation, training & development, employee relations.</p> <p>(3) Manpower planning, Administration, Performance Evaluation/Review. Managing and updating of employee HR files and Information.</p> <p>(4) To assist in implementation and enforcement of human resources policies and procedures. Co-ordinate and administer the annual training plans and activities in achieving the company's business objective.</p> <p>(5) Planning for the organization, establishing goals and arranging them in logical order.</p> <p>(6) Business management, development and operation of the company</p> <p>(7) Oversee the HR and Administration and contribute to the growth of the company</p> <p>(8) Fleet Management, Corporate Insurance, Utilities, Human Resources Management on Foreign Workers, Human Resources Management at Site.</p> <p>(9) Management of Workers Camp, Company Archiving Store, Transportation & Accommodation of Staff, Despatch, Tealady, Drivers, Maintenance & Upkeep of Office Environment and Managing on Purchasing.</p>
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Work Experience		
From	To	Company/Project/Position/Relevant Technical and Management Experience
01.09.2009	31.03.2011 (Closed Down)	<p>Name of Employer : HYDRO-ICON SDN BHD</p> <p>Position Held : <i>Administration Manager</i></p> <p>Basic Salary : RM5200</p> <p>Scope of work : (1) Maintain and improved the ISO 9001:2015 Project Management System.</p>

		<p>(2) Planning for the organization, establishing goals and arranging them in logical order. Liaise with authorities on licensing, licensing renewal, upgrading and making sure the company comply with statutory regulation.</p> <p>(3) Internal Auditor – auditing ISO 9001:2015 on the company Project Management System. Preparing Management Review Report, Internal Audit Schedule, Plan, Report and findings.</p> <p>(4) Documentation for company's ISO 9001:2015 Project Management System. Trained the Staff and Top management on the procedures and maintaining the system effectively.</p> <p>(5) Organizing responsibilities into departments or divisions and specifying organizational relationships, Coordinating.</p> <p>(6) Directing, commanding involves proper allocation of resources and providing an effective support system. Motive people, staff. Directing to find the correct balance between emphasis on staff needs and emphasis on economic production.</p> <p>(7) Controlling to evaluates quality in all areas and detects potential or actual deviations from the organization's plan. Ensures high-quality performance and satisfactory results while maintaining an orderly and problem-free environmental. It includes information management, measurement of performance and institution of corrective actions.</p> <p>(8) Overall maintaining the administration for the office and site, making sure it is compliance with the system and trained the staff from time to time.</p> <p>(9) Responsible for performing full spectrum of HR functions including recruitment, payroll administration, salaries tax filing, staff orientation, training & development, employee relations.</p>
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Work Experience		
From	To	Company/Project/Position/Relevant Technical and Management Experience
21.04.1997	10.06.2009 (Personal Growth)	<p>Name of Employer : ZECON BERHAD</p> <p>Position Held : <i>Document Controller / Administrator cum Procurement</i></p> <p>Basic Salary : RM3200</p> <p>Scope of work : (1) Document Control – Maintain and update ISO 9001:2000 Project Management System.</p> <p>(2) Document & Data Control – Coordinate all document control activities eg. Receive, consolidate, register,</p>

		<p>filing/retrieve, distribute/archive master hard copy of all project documentation.</p> <p>(3) Document/Drawings for project team review – Collect/distribute and issue as per approved review ISO 9001:2000 Management System.</p> <p>(4) Project Final Handover Documentation – Prepare & Coordinate of Project final as-built documentation for the relevant parties in Operation/Maintenance and archive library requirements.</p> <p>(5) Project Management ISO 9001:2000 – To organize, maintain and upkeep of project management system to provide for easier retrieval & systematic/updated storage. Also assist in the set up of site location project according to the standardization.</p> <p>(6) Periodic review of Project Management System for continuous improvement and effectiveness.</p> <p>(7) QA/QC activity – Assists to carry out internal quality audits of the contractor/supplier's documentation.</p> <p>(8) Verify and QC check all critical documentation migration from document into the respective ISO 9001:2000 System.</p> <p>(9) Implementation of the Project Management System into all the documentation ISO projects.</p> <p>(10) Provide assistance to contract engineers/project manager/project director for the preparing/issuance of tender documents in electronic files and print hard copy.</p> <p>(11) Coordinate vendor data documentation and reviews. Monitoring progress and QC of data inputs from consultants / contractors into documentation and verify the Detailed As-built deliverables prior to DDN deliverables.</p>
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Work Experience		
From	To	Company/Project/Position/Relevant Technical and Management Experience
21.04.1997	10.06.2009 (Personal Growth)	<p>Name of Employer : ZECON BERHAD</p> <p>Position Held : Document Controller / Administrator cum Procurement</p> <p>Scope of work : (12) Document collection distribution and dispatch as per Document Distribution Note (DDN).</p> <p>(13) Registering receipt of all deliverables and receivables documents.</p> <p>(14) Update all the incoming and outgoing distribution.</p>

		<p>(15) Registration retrieval of documents as and when required.</p> <p>Registration DDN – document system (ISO 9001:2000)</p> <p>(16) generated documents and generated externally. (eg. Contractors & Suppliers).</p> <p>Expediting the review and approval cycles and dispatches comments back to Company Site Representative (CSR).</p> <p>(17)</p> <p>Raised Purchase Requisition (based on Consultant RF), follow up with relevant Approved Supplier List (ASL) and issued Purchase Order (PO) and expediting delivery to all the ongoing projects at the site throughout Sarawak.</p> <p>(18)</p> <p>To enhance and standardize materials tracking reports using ISO 9001:2000 Management System Format.</p> <p>(19) To generate material tracking and status report for material procurement 4th week of each month for Project Progress Report.</p> <p>(20)</p> <p>Manage project materials status inventory to assist project engineer, project manager, project supervisor in identifying project resources and materials particularly with possible used of surplus materials for ex-project.</p> <p>(21)</p> <p>Co-ordinate with all the site team based at the site for project materials.</p> <p>(22)</p>
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Work Experience		
From	To	Company/Project/Position/Relevant Technical and Management Experience
21.04.1997	10.06.2009 (Personal Growth)	<p>Name of Employer : ZECON BERHAD</p> <p>Position Held : Document Controller / Administrator cum Procurement</p> <p>Scope of work : (23) Initiate demands for stock raw materials and consumables items required by the production line. At the same time, taking charge of the stock of raw materials and make sure stock were kept at optimum level in-order to meet production demand.</p> <p>(24) To ensure receipt of incoming goods were properly checked and safekeeping of raw materials at warehouse.</p> <p>(25)</p>

		<p>Custody of scrap & surplus materials awaiting disposal and submit full list of monthly stock report to account department at headquarters.</p> <p>(26)</p> <p>(27) Overall in-charge of store warehouse daily operation.</p> <p>Materials expediting for project materials to ensure prompt deliveries to Sarawak project warehouse so as to meet site execution date.</p> <p>(28)</p> <p>Co-ordinate with all site team based at the site for project materials forwarded to fabrication yard as well as project site location and utilized surplus backloaded materials for future revisit.</p> <p>(29)</p> <p>Prepare material requisition of project materials for purchase action based on consolidated RF from consultant. Checking ASL against material specification in ISO 9001:2000 System for ASL.</p> <p>(30)</p> <p>Materials expediting for project materials to ensure prompt deliveries to site warehouse so as to meet project site execution date.</p>
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Work Experience		
From	To	Company/Project/Position/Relevant Technical and Management Experience
		<p>Knowledge & Training</p> <p>(1) Typing Certificates – Higher Level (46 words per minute)</p> <p>(2) Computer knowledge in Microsoft Office, Word, Excel, Microsoft Project; Adobe InDesign C52; Adobe Photoshop</p> <p>(3) ISO 9001:2000 & ISO 9001:2008-2015 Awareness Training</p> <p>(4) Practical English Programme</p> <p>(5) Organise And Maintain Files & Records</p> <p>(6) Majlis Latihan Vokasional Kebangsaan (MLVK)</p> <p>(7) Record and File Management System</p> <p>(8)</p>

		<p>Managing Skills For Secretaries, Administrative Assistants & Support Staff</p> <p>(9) Effective Implementation of Document Control System</p> <p>(10) Understanding, Documenting & Implementing An ISO 9001:2008 Quality Management System</p> <p>(11) Process Based Internal Auditor</p> <p>(12) Construction Site Management Planning, Monitoring & Control Procedure</p> <p>Referees</p> <p>(1) MR MICHAEL LAW <i>Project Director</i> Office : 03-9844 0385 Mobile : 012-2957782 Email : mikelaw8@gmail.com</p> <p>(2) MR TONY FONG <i>Managing Director</i> JURUTERA PERUNDING WAHBA Mobile : 019-8862198</p>
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