

# Curriculum Vitae



**Name – Winston Bong Ting Yan (Winston Arif Bong Ting Yan)**

**Address –** Unit 102, Block Dahlia, Kasuma Resort, Jalan Stadium, Petra Jaya, 93050 Kuching, Sarawak, Malaysia

**Telephone (mobile) –** 013 5755933

**Current Salary:** RM 11,000.00

**E-mail –** winstonbty@hotmail.com

**Date of Birth –** 7<sup>th</sup> September 1989

**Nationality –** Malaysian

**Race –** Chinese

**Religion –** Islam

## Personal Profile

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Having completed a Degree in Construction Management & Economics and Diploma in Quantity Surveying; I have been involved with organisations spanning across multiple sectors from Quantity Surveying firm to Residential, Commercial Builders (Main Contractor) and Information Technology Firm around Perth Western Australia and Kuching Sarawak Malaysia.

Working systematically and independently has equipped me with good problem solving and decision making skills, which in turn has given me competencies in all aspects of management from basic office administration to project management. I have the ability to operate around multiple regulatory Form of Contracts through my exposure towards ISO Standards, British Standards, Australian Standards and Building Code of Australia which also emphasizes on Technical Specification Compliance, Disability and Discrimination Acts in a Project.

A summary of my characteristics as per following: Problem solver, highly adaptive, team player, friendly, loyal, optimistic, ambitious hustler, enthusiastic, insatiable appetite for knowledge, proactive, self-driven, good work ethics and always competent in finishing tasks given.

## Education and Qualifications

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Date 2010 – 2012	Curtin University, Perth, Western Australia <b>Bachelor's Degree of Applied Science (Construction Management and Economics)</b>
Date 2007 – 2010	Institut Eksekutif, Kuching, Sarawak, Malaysia <b>Diploma in Quantity Surveying</b>
Date 2002 – 2006	SMK Green Road, Kuching, Sarawak, Malaysia SPM – Including Bahasa Malaysia, Maths and English

## Soft Skills

- Liaison with Internal & external stakeholders/authorities
- Ability to integrate Current Code and Standards
- Safety Management System
- Project Management
- Construction Management (Pre & Post)
- Contract Administration
- Land Subdivision
- Business Development
- Corporate Relations
- Quality Control
- Quantity Surveying
- Building Management System
- Building Services
- Risk Management

## Relevant Skills

- **Language**
  - English, Mandarin, Bahasa Melayu
- **Software**
  - MYOB (Business Management Software)
  - CHEOPS (Construction Management Software)
  - DATABUILD (Building Management Software)
  - ARCHICAD (Drafting Software)
  - ARIBA (Procurement Solution)
  - Microsoft Office
  - Microsoft Project

## Certifications

- International English Language Testing System (IELTS) Band 8 of 9
- Authorised Entrant & Standby Person for Confined Space
- Professional Technologist (Malaysia Board of Technologists) (To be Renewed)

## **Work Experience**

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**2023 March – Present**

**Employer: Socoe Sdn Bhd – Kuching, Sarawak Malaysia**

**Position: Senior Deputy Business Operation Manager**

- Reporting to Group CEO; Assigned to strategic role and Multiple Project Point of Contact internally (Procurement, Logistics, Finance) & externally (Client & Contractors).
- Additional scope include acting as Front Facing Physical and Hardware Project Manager my main responsibilities covers Client Presentation and Clarification, Operational Project Planning and Implementation on the ground. Back End scope includes Strategic Financial and Cost Control, Design Coordination, Technical Write Up, Scope of Work and Specification, Contract Administration and Risk Management.
- Able to work with Cross Functional Departments and contribute to Strategic Planning and Implementation.

**2022 May – 2022 December**

**Employer: Huawei Technologies (Malaysia) – Kuching, Sarawak Malaysia**

**Position: Assistant Project Manager**

- Assigned to Solar Hybrid Project (40 Sites) with high Revenue KPI of (RM10 Million a Month). Acting as main Point of Contact internally (Procurement, Logistics, Finance) & externally (Client & Contractors).
- Acting as the Sole Project Manager my main responsibilities include West Malaysia & East Malaysia High Level Project Planning of concurrent 10-12 Site Teams on the ground. Daily progress reporting to Internal Management & Client. Weekly Reporting on Rollout Plan & Revenue Plan to Project Directors and Head of Department. Risk Management on overall Rollout Plan.
- Able to work remotely with limited physical access to site. Exposure to Remote Monitoring Systems, Smart Power Configuration, Hybrid Power System.

**2020 March – 2022 May**

**Employer: Hock Seng Lee Berhad – Kuching, Sarawak, Malaysia**

**Position: Assistant Project Manager**

- Assigned to Kuching Centralised Wastewater Management Package 2 (RM 750 Million). Reporting to Senior Project Manager and coordinate between project team of 20 members; Representing the Main Contractor in Liaison and coordination with Government, Utilities Agencies, Key stakeholders of Project (Client, Consultant and Contractors).
- My responsibilities include Target Project Revenue KPI of (RM10-20 Million a Month), Design Management, Specification Management, Administration and Document Control, Project & Contract Management, Workforce Management & Execution of works on site, Safety Management, QAQC Implementation,
- Project technicalities include Pipe Jacking, Tunnel Boring, Sewer Network Construction, Deep Shafts Construction, Wastewater Treatment Plant, Water Retaining Structure, Services Relocations, Underground Services and Public Assets Reinstatement.

**2017 January – 2020 March**

**Employer: BzyBuild – Perth, Western Australia & Malaysia**

**Position: Project Manager (Contract)**

- Business and Investment Proposals for Luxury Residential Construction and Developments.
- Acting as Client Side Project Manager from feasibility study stage to post completion stage of project. Land Subdivision, Project Management, Specifications, Quantity Surveying, High Level Budget, Contract and Risk administration, Site Valuation, Variation Orders, Progress Claims, Quality Assurance, Tenders, Business Development and Procurement.

**2016 September – 2017 January**

**Employer: Cook Build WA – Perth Western Australia**

**Position: Contract Administrator**

- Managing Construction and fit out project for Government Linked Corporation to construct Maritime Union Training Centre.
- Structural Design Coordination, Compiling high level Budgets, Tenders, Estimating, Procurement, Contract Administration, Project Management, Quantity Surveying, Safety Management systems, Progress Claims, Cost Controls, and other construction related administration tasks throughout Design, Pre & Post Construction Stages.

**2013 November – 2016 June**

**Employer: Northerly Group – Perth Western Australia**

**Position: Project Administrator to Contract Administrator**

- Managing Construction and fit out projects for corporate clients such as Defence Housing Australia, Banks, Clinics and Schools; including 100 Years old Heritage Building Restoration, Explosion and Bullet Proof Facilities, High Security Safety Vault Relocation, Science Lab & Medical Centre.
- Basic understanding on Large Building Management Systems, Electrical, Fire, Hydraulics and Mechanical Services.
- My responsibilities include all construction related administration tasks throughout Design, Pre & Post Construction Stages as well as tracking of Project Program, Project Cost and Budgeting using (CHEOPS-Construction Management Software), Procurement (ARIBA-Procurement Solutions), Project Monitoring through Head Contract implementation, Subcontract Management and Nomination, Variation Claims, Design Troubleshooting, Liaison between all stakeholders including Superintendent, Clients and Design Consultants.

**2013 March – 2013 October**

**Employer: Homegroup WA – Perth, Western Australia**

**Position: Scheduler**

- Single Storey Residential Scheduling which involves primarily the use of software such as Archicad (Drafting Software) and Databuild (Building Management Software).
- Producing Bill of Quantities through Digital Quantity Take off and Roofing Design.
- Average 5 residential dwellings a week scheduled under my scope.

**2011 July – 2013 February**

**Employer: Metrowest Constructions Pty Ltd – Perth, Western Australia**

**Position: Assistant Building Administrator**

- Studying while working to assist Building Administrators/Project Managers in Specialised Projects like NABERS Rated DATA Centre for Fujitsu and NEXTDC Australia, Precast Concrete Structures, Commercial Office Warehouses, and Mining Operations Centre.
- Running Tenders, Estimating, Procurement, Quantity Surveying, Contract administration, Safety Management Systems, Document Control, Claims, Invoicing and other construction related administration tasks throughout Design, Building Application and Completion of Construction Stage.

**2009 August - 2010 April**

**Employer: PEB Consulting QS – Kuching, Sarawak, Malaysia.**

**Position: Internship QS**

- Measurements, Quantity Take-offs, Bill of Quantities, Assisted in Contract Administration and Job Progress Evaluation.

### Projects Involved and Accumulated Value

#### **Kuching, Sarawak, Malaysia**

- Solar Hybrid Project (40 Sites)
- Kuching Centralised Wastewater Management Package 2 (RM 750 Million)
  - Design, Engineering, Procurement, Construction and Commissioning
- New SEB Office Headquarter
- Government University Expansion projects UITM
- Multi Storey Commercial Development Plaza Merdeka



#### **Wodgina, Port Hedland, Australia**

- Mines Operations Centre (RM 5 Million)

#### **Perth, Western Australia**

- Office Warehouse Development (RM 30 Million)
- Commercial Office Fit-out (RM 15 Million)
- Data Centre (RM 60 Million)
- Mixed Used Development (RM 25 Million)
- School/Science Lab Fit-out (RM 6 Million)
- Bank/Safe Deposit Vault/Security Oriented Fit-out (RM 15 Million)
- Residential Development (RM 15 Million)



## References

- **Hock Seng Lee Berhad, Kuching, Sarawak, Malaysia**
  - Toh Jag Hui – M&E Coordinator
  - Contact: 012-8989928
- **BzyBuild, Perth, WA, Australia**
  - Cletus D'Cunha – Director
  - Contact: Cletus@bzybuild.com.au
- **Contractor, Perth, WA, Australia**
  - Tracey Ayto – Contracts Manager
  - Contact: Will be provided upon request
- **PEB Consulting QS, Kuching, Sarawak, Malaysia**
  - Yeo Shi Heng – Director
  - Contact: 082-246 816