

LEE CHIN HENG

Contract and Procurement Expert • Compassionate Leader
Refinery, Subsea Oil and Gas, Petrochemical, Manufacturing

(+60)12-595 8611 • leechin_h@yahoo.com.sg • linkedin.com/in/leechin-h • Sarawak

A results-oriented procurement management specialist with over fifteen (15) years of hands-on expertise, dedicated to optimizing procurement operations and driving cost savings. Demonstrated proficiency in enhancing efficiency through process standardization, securing favorable agreements through strategic negotiations, and refining supplier networks for maximum effectiveness. Track record of successfully managing intricate high-value contracts and executing procurement strategies that prioritize operational excellence and value generation. Skilled in fostering strategic partnerships and steering organizational growth through proactive decision-making. Committed to overseeing end-to-end procurement processes with a focus on achieving tangible business outcome.

AREA OF EXPERTISE

PROFESSIONAL SKILLS	Negotiation Strategic Sourcing Contract Management Cost Analysis Risk Assessment Market Research Procurement Strategy Legal Compliance Supplier Assessment Logistics Management
TECHNICAL SKILLS	Contract Drafting Data Analysis Spend Analysis ITB/RFP/RFQ Management Supplier Relationship Management Contract Lifecycle Management (CLM) SAP Microsoft Office Oracle.

PROFESSIONAL EXPERIENCE

Hengyuan Refining Company Berhad	Port Dickson, N. Sembilan, Malaysia
Contract and Procurement Lead	01/2022 – Present
Senior Procurement Executive	07/2019- 12/2021
<ul style="list-style-type: none">Oversaw tactical material team of 3 direct reports across multiple categories (Mechanical, Electrical Instrument, Marine, Laboratory, IT, Chemicals etc) to coordinate all procurement operations including EPCC Capex Project and improve contracts with average total spent of MYR 56 million, leading to an annual cost savings of MYR 2.8 million.Spearheaded the implementation of a streamlined purchasing process and inventory accuracy, improving efficiency by 18%.Introduction of category management principles to streamline procurement process, enhance supplier relationships, optimize resource allocation, improve the supply chain efficiency.Analyzed supply and demand data, conducted ABC analysis/spend analysis, and market research to optimize supply strategies. This effort resulted in crafting a responsive supply chain capable of adeptly navigating dynamic market conditions and maximizing savings for the organization.Managed portfolio of MYR 219 million worth commodity chemicals contract, saving the company 10% in administrative costs.Revitalized procurement operation by implementing strategic sourcing strategies in close collaboration with stakeholder, realizing a remarkable 30% or MYR 2 million per year in hard savings, coupled with comprehensive assessment of the supply chain led to a substantial reduction in the Total Cost of Ownership (TCO).	

- Oversaw portfolio of MYR 21 million worth material's team contract including Mechanical, Electrical and Instrument, IT, Laboratory and Marine and HSSE while ensuring seamless end-to-end source to pay processes.
- Developing and optimizing key logistic processes, streamlined workflow processes increased efficiency and visibility throughout the supply chain by 24%.
- Coordinated with accounting concerning pricing disputes promoting harmonious working relationship with the company and vendors while maintaining over 90% vendor retention rate.

OneSubsea Malaysia Systems Sdn Bhd

(Schlumberger/SLB Company)

Procurement Specialist

PTP, Gelang Patah, Johor, Malaysia

03/2018 – 06/2019

- Exercised astute oversight in the purchasing of Subsea Tree and Wellhead components, managing an annual spending of MYR 26 million.
- Execute end-to-end procurement cycles for assigned components of subsea tree and wellhead system, creating purchase orders (POs) and leveraged diplomatic yet assertive expediting techniques, resulting in a remarkable 90% increase in on-time deliveries rate within the employment period, elevating customer satisfaction levels.
- Coordinate the rigorous review and approval of pre-production documentation, such as Manufacturing Procedure Specification (MPS) and Welding Procedure Specification (WPS), and Manufacturing Procedure Qualification Test (MPQT), guaranteeing strict compliance with Bill of Material (BOM) requirements.
- Play an instrumental role in material review board (MRB) meetings, swiftly resolving non-conforming material issues, and ensuring timely returns to suppliers for superior quality assurance.
- Optimized Supplier Relationship Management (SRM) for strategic suppliers, encompassing risk assessment, segmentation, scorecarding, and associated governance routines, resulting in the achievement of a 95% supplier performance rate.

Allnex (Formerly Nuplex)

Regional Procurement Engineer, Asia

Selangor, Malaysia

11/2016 – 07/2017

- Conduct thorough techno-commercial evaluations and prepare comprehensive comparison statements, guaranteeing that procurement decisions align with organizational goals.
- Communicate project procurement progress and actual results effectively to stakeholders, fostering transparency and collaboration throughout the procurement process.
- Systematically identify and evaluate potential vendors, scrutinizing their capabilities and performance to cultivate and sustain a resilient supplier base that seamlessly meets the organization's requirements.

Lotte Chemical Titan (M) Sdn Bhd

Senior Procurement Executive

Pasir Gudang, Johor, Malaysia

08/2011 – 10/2016

- Managed materials and services expenditure MYR 32 million, spanning Mechanical Rotating and Static Equipment Work Package, Electrical and Instrument, Civil and Piping Construction. This oversight resulted in a commendable 6% reduction in procurement expenses.

- Initiate and conduct tender/ITB processes for EPCC CAPEX projects, orchestrating end-to-end procurement activities from sourcing to techno-commercial evaluation and finalization. Collaborate closely with the Engineering Project Team, Legal, and HSSE to ensure the issuance of purchase orders or contract agreements, contributing significantly to supporting the timely completion of projects.
- Crafted the inaugural framework order agreement for routine service work, encompassing tasks like scaffolding, painting, and heavy equipment rental. This strategic initiative seamlessly streamlined the transaction process, yielding a remarkable 20% reduction in both time and costs.
- Managing Plant Turnaround activities ultimately captured 8% saving on the total purchase of worth MYR 45 million by rigorous technical and commercial evaluation of the purchase.
- Manage post-contract activities, including kick-off meetings, project timeline follow-ups, and resolution of accounting discrepancies, ensuring contract prices are maintained.
- Cooperate with the Logistics Department to address incoterm issues, rectify non-supplied items, manage under orders, and facilitate the resolution of damaged goods, all contributing to ensuring the smooth execution of delivery processes.

Panasonic AVC Network Johor (M) Sdn Bhd

Procurement Executive

Pasir Gudang, Johor, Malaysia

08/2008 – 07/2011

- Execute and managing supplier on-time delivery, foster precise production schedule to mitigate potential excess stock and elevating quality performance to consistently surpass supplier target Key Performance Indicators (KPIs), maintaining an average above 90%.
- Optimized supplier partnerships to align production and delivery timelines, implementing Vendor Managed Inventory (VMI) for fast-moving items and Just-In-Time (JIT) strategies for bulk items. This approach yielded a remarkable 15% increase in achieving zero downtime.
- Partnered with the Quality Control (QC) department to establish a robust quality management program through periodical audit, training, and resolution of critical part quality issues to bolster the supplier's capabilities, resulting in accomplishment of meeting 90% of the quality requirement.
- Initiated supplier audits that guaranteed flawless 100% supplier compliance with company policies.
- Performed a comprehensive physical inventory assessment of aging items and worked with Research and Development (R&D) department to integrate into new development project which successfully prevented MYR 126K write-offs.
- Coordinate with the Finance Department to address supplier invoice payment issues, ensuring timely and accurate processing.

EDUCATION

Degree • Universiti Sains Malaysia, Penang

2002-2005

Bachelor of Biology-Biology Management of Vector and Parasite

ADDITIONAL INFORMATION

Language • English, Malay, Mandarin, Cantonese, Hokkien, TeoChew