

YUSRI SABAN

yusri.saban@yahoo.com | +6013-4493790 | Selangor, Malaysia

SUMMARY/OBJECTIVE

I am a proactive individual with a logical approach to the challenge. I'm able to work in a face-paced, changing environment at all levels of the organization. Also, I am a result-oriented person with a hands-on management style and strong in strategy development and implementation with solid problem-solving, communication, and interpersonal skills. I am a charismatic and dependable person with 8 years of experience working in manufacturing industry as purchasing executive, senior sourcing officer & customer service. At this moment, I'm looking for an opportunity to grow further in my career. I am willing to work hard, self-improvement, and always try to implement innovative approaches in delivering task.

PROFESSIONAL EXPERIENCE

Regional Customer Service Executive

2022 - Current

Johnson Matthey Sdn Bhd – Nilai, Negeri Sembilan

- Monitored forecast and PO from customers.
- Issue Metal PO, Delivery Order, Invoice and Packing List for delivery to customers.
- Planned and administered shipment schedule for parts delivery to customers.
- Prepared monthly sales report & weekly sales forecast to regional office.
- Liaised and support Japan office to issue Sales Order, Delivery Order & Billing Order for Japan customers.
- Achieved and surpassed sales target by 31% against budget for 2022/2023 fiscal year.

Senior Sourcing Officer

2019 - 2022

Sony EMCS (M) Sdn Bhd – Bangi, Selangor

- Sourced and negotiated with reliable suppliers and vendors to secure advantageous terms.
- Building and maintained long-term relationships with vendors and suppliers.
- Administered shipments, inventory, and the supply of goods to world-wide plant.
- Liaised with another department for supplier's optimization.
- Achieved to optimize suppliers from 10 to 6 (40% reduced).
- Handled and controlled procurement budget and promoted a culture of long-term saving on procurement cost.
- Reduced and saved part purchased cost by 5.5% against budget for 2021/2022 fiscal year.
- Led and Coordinated Harness team for quarterly cost down vs budget review

Purchasing Executive

2015 - 2019

Konica Minolta Business Tech. (M) Sdn Bhd – Ayer Keroh, Melaka

- Issued PO and forecast to suppliers on weekly basis.
- Administered and monitor delivery from suppliers.
- Optimized inventory level at warehouse and monitored any defect goods that need return to suppliers.
- Organized monthly inventory report and chaired inter-department meeting for inventory monitoring.
- Developed and established new SOP for new in-house project and VMI project.
- Led and represented Purchasing-Electrical team for any meeting with another department.

EDUCATION

Master of Arts (Industrial & Organizational Psychology)

2013 - 2015

Universiti Kebangsaan Malaysia, Bangi, Selangor, Malaysia

Bachelor of Science (Human Development)

2009 - 2013

Universiti Putra Malaysia, Serdang, Selangor, Malaysia.

Involvement and Achievements:

- Dean's List Award (Awards for excellent Academic achievement (GPA >3.5).
- Pesona Ekologi Award (Awards for Faculty All Around-Best Students).

SKILLS & HIGHLIGHTS

- Speaking and Writing in Malay/English
- SAP system
- Communication
- Vendor Sourcing
- Microsoft Excel (Pivot, VLOOKUP)
- SOP Development
- Negotiation skills

REFERENCES

Wan Nadhirah

Senior Sourcing Officer
Sony EMCS (M) Sdn Bhd
+6012 605 0253
WanNadhirah.Kamarulzaman@sony.com

Farhana Masron

Purchasing Executive
Konica Minolta Business Tech. (M) Sdn Bhd
+606 233 2926
farhana.masron@konicaminolta.com