



Chao Yi Tan
Group Head of Procurement
(1 year 7 months)

Averis Sdn Bhd.

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Experience		
16 years of total experience		
August 2023 – Present (1 year 7 months)	Group Head of Procurement Averis Sdn Bhd Malaysia	
	Industry	Shared Services
	Specialization	IT & Digital
	Role	Director
	<ul style="list-style-type: none">Leading team of procurement expert in Malaysia and Brazil in performing procurement activities including but not limited to<ul style="list-style-type: none">a. Indirect procurement (Building management, break & Fix, Company events, corporate engagement)b. Direct Procurement (IT and Digital purchase)Covering 27 countries of procurement activities including Singapore, Malaysia, Indonesia, China, Greater China (Hong Kong & Macau), Spain, Brazil, Canada and some European countriesProcurement policy and process enhancement to streamline the process on daily procurement activities and reduce man/day to ensure more efficiency of procurement activitiesEstablish global contract agreement with several cloud providers (HPE Greenlake, AWS) and hardware providers (Dell, HP), Software (Microsoft Enterprise Agreement & Microsoft Products & Services Agreement, Nutanix, VMWare) in ensuring demands required for respective countriesWork closely with VP / CTO and Financial controller in budget preparationEstablish category management and quarterly vendor engagement to ensure strategic partnership between the company and vendors can be reachedKey achievement<ul style="list-style-type: none">Crowdstrike outage (19th July 2024) compensation of USD 300kLeading the team for 6% savings on IT contracts renewalMicrosoft 365 Enterprise Agreement setup and cost savings across global including ChinaGlobal LinkedIn contract consolidation (HEP & BPO)Workday contract establishment	
June 2021 – July 2023 (2 years 1 month)	Head, Procurement Operation / Sr. Strategic Sourcing Digital Nasional Berhad Malaysia	
	Industry	Telecommunication
	Specialization	Strategic Sourcing
	Role	Supervisor/Team Lead

	<ul style="list-style-type: none"> Establishing procurement guidelines together with CPO during the initial stage of company setup (including letter of authority (LOA) for procurement strategy, procurement award, single source) Establishing the right process and governance for PR & PO before ERP system implemented Completed ERP tender in three months and achieve a savings of RM 4m Key PIC for procurement in handling UAT for ERP before goes live (vendor registration, vendors requirement / pre-requisite to register the vendors, due-diligence template etc) Key PIC for change request (CR) with ERP vendors and liaising with internal stakeholders to address the requirements Establish category management within network procurement and lead the passive equipment overall spend. Leading the network procurement with a total spend of RM 3.1b (Passive Infra, Fibre Data Centre, Point of Interconnect, In-Building solution, Network equipment) tender and achieve savings of RM 1.1b. Leading a team of procurement expert for indirect procurements and managing non strategic spend for the company including but not limited to consultancy, indirect procurements (Sundry spend) etc Leading procurement operation executive in handling daily PR/PO requirements Contract management with general counsel in ensuring the contract terms, SLA/KPI are aligned internally and close on timely manner Dealing with C-suite (CEO, CFO, CTO, CSO, CCAO) on weekly basis on tender / project updates Liaise with Head of Network Operation on extended warranty requirements, managed services and ensure the equipment purchased will be covered even after warranty period. Key PIC for AOP and liaising with finance controller and Head of Finance Strategy in ensuring securing the savings for project tenders / ensuring project delivery is within the budget allocated Key PIC to prepare Bumiputera Participant report for Bumiputera committees (Consist of CFO, CSO & CCAO) which will be presented to MOF, Unit Peneraju Agenda Bumiputera (TERAJU), and members of parliament (MP) Key PIC to liaise with Financial Controller, Account Payable (AP), Financial & Statutory Reporting in preparing monthly report for CXO Process owner for procurement policy and procedure with half yearly review together with respective stakeholders including but not limited to Chief Financial Officer, Head of Risk & Assurance, Internal audit to ensure the procurement policy and procedure is up to date to mitigate the risk. 	
Apr 2017 – May 2021 (4 years 2 months)	Senior Procurement Category Manager (Network Operation & Power Infrastructure) Maxis Broadband Sdn. Bhd Malaysia	
	Industry	Telecommunication
	Specialization	Purchasing/Inventory/Material & Warehouse Management
	Role	Supervisor/Team Lead

	<ul style="list-style-type: none"> Dealing mainly on Network Implementation (CME/OSP/GPON), Network Operation (Managed services / Tower Preventive Maintenance etc.), Network Power Infrastructure (BTS battery – VRLA/Li-ion / UPS/ Rectifier / BTS Cabinet etc), Network Extended Warranty Program (RAN / Transport / Core / IT / Enterprise) Dealing with C Level for updates and project status. Main stakeholders : CNO, CPO, CSFO, Head of Network Rollout, Head of Network Operation Works closely with internal stakeholders including the Category Head, Head of Procurement, and business unit stakeholders (CEO-1/2/3) to understand business needs, assist to develop category strategies and implement initiatives to deliver value to the business Implements procurement plan and category strategy through selection of sourcing strategy Works with team of junior buyers (Specialists and Associates) to execute sourcing events Gathers approval through appropriate Governance mechanisms to complete sourcing events Steers the supplier relationship and works closely with the Head of Network Procurement to manage the pre- and post-contract relationship with the supplier Leads the relationship with CEO-2 internal business stakeholders to understand requirements and collaborate through the sourcing process Concluded projects : <ul style="list-style-type: none"> Free Cooling Unit (17% cost saving against proposed CAPEX) Synergize between OSP & CME project (Cost saving of 25% with amount of RM 180mil) Supply of T5 (Cost saving of 30% or RM 6M through competitive e-bidding in Ariba) EWP cost saving on 5mil and SST savings of 2.5M GPON tender : 77% cost savings UPS swap-out and refresh : 38% of cost savings with 5 years all inclusive of maintenance (Zero OPEX for 5 years) 3G sunset cost savings by changing per physical site of extended warranty program to per technology and leverage on 4G expansion to reset warranty duration. Awards : <ul style="list-style-type: none"> Q4 2017 Top performer award in procurement Dept 2018 M18 Top saver award: within 9 months of joining, total savings 205M Q1 2019 CFO Top Performer award 2019 Network Operation Procurement award 	
Dec 2015 – Mar 2017 (1 year 3 months)	Senior Procurement Manager Huawei Technologies Kuwait Kuwait	
	Industry	Telecommunication
	Specialization	Purchasing/Inventory/Material & Warehouse Management
	Role	Supervisor/Team Lead

	<ul style="list-style-type: none"> Key account procurement manager for one of the telecommunication company (Telco V) in Kuwait Assisted by two buyer in daily task Assistant to Kuwait country procurement director in daily task (Platform task) Team leader for TI Frame bidding (USD\$ 20mil) Key person in-charge for supplier resource and management (I-resource system) Key person in-charge for Internal Control for Finance report Key person in implementing supplier PO issue using sourcing rules (using frame basis) in order to control the project budget. Appointed as Audit team gold member for internal audit. Key members in ISDP implementation worldwide launch with Kuwait as first country to implement end to end delivery (PO issuance to delivery to supplier acceptance as well as end customer (TELCO) acceptance). Implementing contract check-list including tax terms, payment terms and etc for Kuwait office in order to maintain the quality of each contract written. (First in the Middle East region) Projects completed <ul style="list-style-type: none"> Telco V Datacenter Telco V Kuwait Oil Company Power Maintenance 	
Dec 2014 - Mar 2017 (2 years 3 months)	Regional Procurement Manager Huawei Technologies Bahrain SPC Bahrain	
	Industry	Telecommunication
	Specialization	Purchasing/Inventory/Material & Warehouse Management
	Role	Supervisor/Team Lead
	<ul style="list-style-type: none"> Category Manager for Huawei Investment Saudi Arabia assisted by two buyers in daily procurement activities. In charge of Saudi Wireless MS Frame project involving three of the telco in Saudi Arabia. Project value USD 198M. Cost saving 13.88% or USD 31.9M In charge of Saudi Fixed Network Managed Service (STC and Mobily Ftx). Project value USD 7M. Cost saving of 6% or USD 428k Leader of Saudi Wireless MS Frame project transition process. Working closely with Assurance and Managed Service (AMS) team in order to meet transition lead time and team resources. Supervising ITO project and assisting buyer in managing projects need. Supervising Class A project (STC Smartcare) and ensuring the lead time and contract to be signed on time. Supplier Relationship manager 5 suppliers including Seder, one of the supplier that take up 55% of Saudi Arabia PO. Quarterly meeting with supplier in order to foster growth and support towards company needs. Project involvement <ul style="list-style-type: none"> Powercube long term solution for all six region of Saudi Arabia (Cost saving 7% or 800k) STC Alcatel Lucan Swap (North Region) Mobily Yanbu Ftx & ISP bidding Saudi Hajj Assurance STC Smartcare STC 4G3 SWAP Saudi FM & NRO Synergy Project MS Generator Relocation project 	
Mar 2012 - Dec 2014 (2 years 10 months)	Global Supply Chain Management B Braun Medical Industries Sdn Bhd	
	Industry	Manufacturing / Production
	Specialization	Manufacturing/Production Operations

	Role	Others
	Position Level	Senior Executive
	<ul style="list-style-type: none"> To ensure order fulfillment to customers with optimum lead time compression and BBM delivery performance on cross docking in RDC and direct shipment to BBAP. To ensure material availability for BBAP at the right quantity, right time and right material. Well maintaining of inventory level, minimize excess and obsolete stocks. To ensure well maintain of material master and master data in SAP system & 3rd Eye. Fast response on system hitches to secure business processes running without interruption. To ensure process optimization and system integration with 3rd Eye, SAP and 3PL system in line with KPI setting. To harmonize with global supply team concept, practice and effective enforcement of division policy. Monthly review and evaluate MPS report on the order loading, priority and capacity utilization. Monitor and follow up closely schedule adherence, production backlog and customer due date. Coordinate between BBAP & production on order expedition, new tender and capacity reservation. Constant review and evaluate the result of 3rd Eye and SAP to ensure availability of supply for inventory replenishment to BBAP. Responsible for order fulfillment and execution to ensure on time delivery with minimal past due orders. Responsible for inventory management in RDC & BBAP. Well managed with product phase in/out, product discontinuation, product diversion and also control of aging & expiring products. To analyze actual sales against sales forecast in 3rd Eye on monthly basis. Adjustment is required to balance the demand and supply in RDC & BBAP with optimum inventory level. Responsible for annual budget exercise and subsequent operational budget change activity. Data integrity and on time submission is required. Maintain master data and planning attributes in 3rd Eye and SAP system on monthly basis. Monthly review and house keeping are required. To take part in Supply Team rollout activities on continual improvement process, process optimization and system integration as and when is required. To analyze monthly AP countries inventories and discuss with respective countries to meet yearly KPI target of inventories. Ensure inventories is kept at minimum level In order to minimize excess and obsolete stocks. Delivered Projects <ul style="list-style-type: none"> Global planner / inventories control for product Dosifix include South American market Direct shipment / EDI of order from India to Germany Dosifix Project for South America & Europe market. (Product transfer) Product shelf life change from 2-5 years. Project Direct delivery 	
Jul 2010 - Feb 2012 (1 year 8 months)	Buyer AMD	
	Industry	Computer / Information Technology (Hardware)
	Specialization	Manufacturing/Production Operations

	Role	Others
	Position Level	Junior Executive
	1. To manage overall teams day to day activities AMD global procurement shared services center 2. Execution of Purchasing activities in a professional, cost effective and efficient manner. 3. To design and manage groups structure/ role to achieve maximum organizational effectiveness. 4. To ensure effectiveness & efficiency in operational procurement activities ie. Creation and communication of Pos & SA's. 5. To oversee and ensure resolution of all discrepancy resolution related matters ie. A/P Issues, Quality & Quantity Non conformances in a timely manner 6. Responsible for groups improvement initiatives (e-initiatives and continuous improvement plans). 7. To investigate and provide quick and effective responses to resolve any issues / complaints arising from end users or suppliers. 8. Ensure groups defined and agreed to KPIs are met	
Jul 2009 - Jul 2010 (1 year 1 month)	Production Planner Agilent Technologies	
	Industry	Manufacturing / Production
	Specialization	Manufacturing/Production Operations
	Role	Others
	Position Level	Junior Executive
	1. Develop, integrate and take ownership of strategic operations plans that encompass multiple and diverse products/processes across different businesses. 2. Liaise with a number of functions to develop, validate, communicate and implement business operation plans and strategies throughout the product life cycle. 3. Plan and coordinate end-to-end supply chain planning, including when goods should be produced and in what quantity, while optimizing the balance between customer delivery requirements and inventory levels. 4. Interface with Marketing, Sales, Production, R&D, Finance, Materials, Logistics, Service Part Organization, Customer Service and contract manufacturers (CM) and original design manufacturers (ODM) to compile, develop, validate and communicate production/shipment plans and associated strategies that support overall business objectives. 5. Use enterprise resource planning (ERP) system(s) for processes such as inventory tracking, supplier scheduling, process and workflow management, etc. 6. Establish and manage relationships with suppliers/partners. 7. Dealing with global or multi-site inventory management responsibilities. 8. Reduce broad concepts, business strategies into structured projects. 9. Solve complex, high impact process/program design/development problems	
Education		
2009	Multimedia University Bachelor's Degree in Business Studies/Administration/Management Malaysia	
	Major	International Business

Skills		
Advanced	Ms Word, Ms Excel, Oracle, SAP, PowerPoint, Ariba	
Languages		
<i>Proficiency level: 0 - Poor, 10 - Excellent</i>		
Language	Spoken	Written
Chinese	9	9
English	9	9
Bahasa Malaysia	9	9
About Me		
Gender	Male	
Age	37 years	
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Nationality	Malaysia	