



ZUHAIR FIKRI MOHAMAD ARIF

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 [Zuhair Fikri](#)

WORKING EXPERIENCE

Jan 2023 – Present PHN INDUSTRY SDN BHD (FIF PLANT) – SUPPLY CHAIN EXECUTIVE

- Monitoring, tracking and updating daily delivery progress to customer and part supply to production
- Control and keep finish good stock status at minimum 1.0 and maximum 1.5 days inventory
- Ensure outbound system transaction timely completion with signed DO and Good Receipt (GR)
- Ensure all finish good stock timely recorded and shared to mitigate critical stock issue
- Conduct cycle counting and stock take activity to maintain variance performance 2% and below
- Implement Training Need Analysis (TNA) to all subordinates and execute it
- Prepare daily, weekly and monthly report or special report based on superior or customer request
- Overseeing subordinates work scheduling including leave application overtime plan

Aug 2019 - Dec 2022 MALAYSIAN SHEET GLASS SDN BHD - LOGISTIC EXECUTIVE

- Responsible for providing adequate packaging equipment of finish good & sample part of new model delivery to customers
- Ensuring packaging equipment rotation operate smoothly with good condition
- Troubleshoot any issues related to packaging of finish good in-house and at customer plant
- Involve in new model development stage for any job task related to packaging
- Liaise with Procurement & Engineering Team in new model part
- Set up and provide the packaging SOP of finish good to production team
- Involve in warehouse core such create pivot table for scheduled part stock take activity.
- Involve in audit activity conducted by Customers
- Assist superior to ensure any matters related to finish good delivery operates smoothly

Mar 2019 - Jul 2019 INDUSTRIAL QUALITY MANAGEMENT SDN BHD - PURCHASING ASSISTANT

- Received and scrutiny the Material Requirement from Planning & Production Control team to get the volume
- Create Purchase Order for required volume of child part and issuing to the supplier
- Liaise with supplier for any issue related to delay in part supply
- Prepare the part supplied PO to finance team for supplier payment purpose
- Conduct cost reduction activity during renew contract with supplier
- Conduct sourcing & RFQ activity for general part purchase based on internal customer request

Aug 2018 - Nov 2018 PROTON TANJUNG MALIM SDN BHD - PRACTICAL TRAINEE

- Learn on how production planning activity conducted
- Learn to create template for monitoring consumable items usage
- Receiving and ensure quality and quantity of part supplied by vendors
- Learn on performing in-house stock take scheduled activity
- Conduct 5S activity in warehouse and office

EDUCATION BACKGROUND

UNIVERSITI TEKNOLOGI MARA

2016 – 2019 **BACHELOR’S DEGREE OF BUSINESS ADMINISTRATION (HONS) MARKETING - CGPA 3.02**

2013 – 2016 **DIPLOMA IN MATHEMATICAL SCIENCE - CGPA 3.17**

SKILLS & LANGUAGE

- Proficient in Malay & English.
- SAP
- Microsoft Office (Excel, Word & Powerpoint)
- IBM SPSS STATISTIC 20
- Analytical Skill
- Problem solving
- Adaptability

REFERENCES

- **SAIFUL NIZAM KAMARUDDIN**
MANAGER – MALAYSIAN SHEET GLASS SDN BHD

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- **NOOR FAIZAH BAHRIN**
PURCHASING OFFICER – INDUSTRIAL QUALITY MANAGEMENT SDN BHD

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- **MUHAMAD HAZRUL HAKIMIN ABU SHAARI**
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- **MUHAMMA KHALIL BIN KAMARUDDIN**
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