CURRICULUM VITAE

PERSONAL DETAILS

**Name**  : Goh Sin Yaa

**Date Of Birth** : 15 May 1978

**Residential Address** : 19, Jalan Indah 19/7A,

 Taman Bukit Indah,

 81200 Johor Bahru, Johor.

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**Telephone Number** : 6016-7187515 (mobile)

# EDUCATIONAL BACKGROUND

***1991- 1994***

**Sekolah Menengah Perempuan Sijil Pelajaran Malaysia (SPM)**

**Temenggong Ibrahim (SMPTI),** Pass with Grade One

**Batu Pahat, Johor.**

***1995***

**Sekolah Menengah**

**Tasek Utara,**

**Johor Bahru, Johor.**

***1996-1997***

**Maktab Sultan Abu Bakar Sijil Tinggi Pelajaran Malaysia (STPM)**

**(MSAB/ EC),** Pass with 5 Principles

**Johor Bahru, Johor.**

***1998- 2001***

**Multimedia University, Bachelor Of Engineering(Hons) Electrical**

**Cyberjaya.** CGPA (2.39)

# EXPERIENCES

## Working Experiences

# At Allied Company (Johor Bahru) (December 1997 – March 1998 (holiday job)

# Responsibility

As a Assistant Accountant

# Direct Responsibilities

Taking full set of accounts using computer and sort out some invoices, receipts etc.

At Ohnishi Electronics (M) Sdn Bhd (October 2000 – December 2000)

**Responsibility**

As a Production Operator (industrial training)

**Direct Responsibility**

* Assembly, wiring and designing of test jigs. The main test jigs produced are Bare board checker (BB), In-circuit checker (ICT) and Function checker (FCT).
* I learnt to communicate well and work well in a group in any situation.

At Brother Industries Technology (M) Sdn Bhd (May 2001 – July 2003)

Brother Industries Technology (M) Sdn Bhd produces fax machines and electronics typewriter from sub assembly till complete sets.

# Responsibility

As a Quality System Junior Assistant Engineer

# Direct Responsibility

System Improvement

* Conduct audit for productions, QA, Engineering
* Lead a team of two QS inspectors to ensure production processes fulfill ISO requirements and procedures requirements.
* Initiates and chairs quality improvement meetings and follow up of quality improvement activities.
* Conduct training and briefing to the production team to maintain and improve their processes.
* Participate in the Internal Quality Audit of ISO version 9001:2000 and follow up with the implementations and countermeasures.

### Document Control

* Hold position of Centralize Document Controller of all Brother Group of Companies Malaysia.
* Assist QMR/ DQMR to maintain and control of the ISO 9001 QMS documentations.
* To ensure effective implementation of ISO 9000 QMS in Brother Group of Companies.
* Prepare and coordinate for IQA, follow up to ensure closure of all findings as per reports (CAR/ Obs).
* Arrange and coordinate for Management Review Meeting, prepare necessary reports and minutes of meeting, perform the task as per Management Review procedure.
* Handle Electronic Filing System (scanning activity): provide training to all related department.
* Handle plant wide Networking System for softcopy document distribution.
* Conduct training related to ISO 9001 implementation.
* Attend all meetings related to ISO 9000 matter and prepare the necessary reports.

Reason for leaving: Career improvement and better prospect.

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At Classic Advantage Sdn Bhd (July 2003 – August 2004)

Classic Advantage specialist in plastic injection moulding and secondary process such as sub-assembly, tampo & silk screen printing, spray printing and ultrasonic.

# Responsibility

As a QA Customer Quality Engineer

# Direct Responsibility

1) To liaise with customers / vendors on product quality issues by:

* Attend to the customer for the understanding of her complaint (defect description, % defective, effects on customer, defective manufacturing date, responsible QC and operator) and the support of sorting/ reworks on time as agreed by the customer.
* Efficient customer support (reworks/ sorting).
* Effective rework method / procedure that shall not induce other problem (for example, scratches).
* Sorters understand the defects and rework method.
* No escapees from detection, reworks.
* Timely customer support (reworks / sorting) to her production schedule / requirement to prevent line down occurrences.

2) To ensure that the customer’s CAR is replied promptly and to see thru’ the effective of

 the CAR implementation before closure.

3) To assist the production in trouble shooting the root cause of the problem.

4) To verify customer’s complaints and to convey these complaints back to IPQC and

 production floor to take immediate action.

5) To verify customer’s rejects prior to issuing RMA.

6) To review the FAI, Cp / Cpk reports before submitting to customer.

7) To prepare the Inspection Plan for IPQC to inspect the part based on the Plan created.

8) To help the production to negotiate with the customer on the cosmetic’s requirement.

As a System Engineer

Direct Responsibility

1) To ensure the company Quality Policy and programs for System implementation or

 improvement are executed accordingly in accordance with the planned schedule e.g.

 Implementation / Certification of ISO9001:2000 and QS9000 etc.

2) Responsible for the implementation and maintenance of the company improvement

 programs through the following activities:

* Assist in implementing the Quality Objectives and target and update the objective and target whenever required.
* Coordinate the periodical QMS meeting.
* Assist in periodic QMS audit e.g. action item follow and verification.
* Performing the actual audit and initiate corrective action to the responsible party for any discrepancies found. Following up with corrective actions to ensure that they are completed on time and satisfactory to prevent recurrence. Further to escalate any unresolved problems to the next level of management for resolution.
* Making of procedure, specification, work instruction / record.

3) Authorized to stop any activities, which are deviated from Company Policy with the

 advice from Quality Management Representative.

4) Issue and control the document to the whole/ respective department.

5) Analysis the system performance to make the company compliance to any customer

 assessment and external audit.

Reason for leaving: Career improvement and better prospect.

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At Likom De Mexico S.A. DE C.V. (September 2004 – February 2006)

Likom De Mexico specialize in Plastic Injection Molding and Metal Stamping. Mainly produce computer chasis for HP, sub assembly for TV Philips and Toshiba.

Responsibility

As a Material Planner (Planning cum buyer)

1) Planning the raw materials for production.

2) Handle accessories part purchasing in Likom De Mexico.

3) Ensure the delivery of accessories meet the overall production schedule and inventory

 accuracy.

4) Controlling the stock month to meet the overall Likom policy.

5) Implement cost down activities with the suppliers.

6) Key in receiving quantity into the system and monitor the system match the physical

 inventory.

7) Doing documentations to match invoices from suppliers and submit to finance.

## 8) Duely overall Monthly Management Report Handling.

9) Oversea Part Purchase and Lead time control.

10) Using system ERP.

Reason for leaving: Come back Malaysia.

At MCE Technologies Sdn. Bhd. (February 2006 – Sept 2010 )

MCE Technologies specialize in Metal Stamping and sub assembly mainly for HP.

# Responsibility

#### As a Senior Production Planner

1) Receive PO and forecasts from customers.

2) Issue job orders to production according to PO and forecasts.

3) Update job closure accordingly.

4) Update monthly Loading Plan for Production.

5) Planning Master Production Schedule for production and chair daily meeting with

 production.

6) Update production daily output and monitor the output to prevent any backlog to

 customers.

7) Communicate with customers for any orders and delivery schedule.

8) Update delivery schedule to shipping and warehouse and monitor the deliveries.

9) Using system ERP.

Reason for leaving: Career improvement and better prospect.

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At FCI Connector Malaysia. (Sept 2010 – Apr 2012 )

FCI is an electronic company specialize in producing connector.

# Responsibility

#### As a Assembly Planner for High Mix Low Volume Project

1) Receive PO and forecasts from customers.

2) Issue production schedule to production according to PO and forecasts.

3) Follow up production output daily.

4) Update monthly Loading Plan.

5) Planning Master Production Schedule for production and chair daily meeting with

 production.

6) Liase with customer for delivery schedule.

7) Liase with sub con for delivery status.

8) Monitor material status and issue PR to purchasing for material purchase.

9) Acknowledge order in system by key in delivery date for each order line.

At TDK Lambda Malaysia. (May 2012 – current )

TDK is a power supply manufacturing company.

# Responsibility

#### As a Senior Planner

1. Liase with customer for order and forecast.
2. Monitor material availability and work closely with buyer to make sure material is sufficient to run production.
3. Plan production loading according to customer requirement.
4. Work closely with warehouse and logistic to make sure shipment on time to customers.
5. As a senior, all the planners will be reporting to me and I need to in charge of overall planning.
6. Doing reports weekly and monthly for management review.

## Project Experience

# At Multimedia University (January 2000 – October 2000)

Involved in the design, implement and construction of robotics arm project for the subjects Robotics and Automation in second year.

My final year project involved predicting the electrical behavior of semiconductor devices and providing insight into the internal physical mechanism associated with device operation. The project title is “Modelling of Advanced Semiconductor Devices” with my device’s specification as Heterostructure Bipolar Transistor (HBT). In this project, we learnt “Silvaco”, a device simulation program.

# POSITION OF RESPONSIBILITY

## In University

* Treasurer in the Exhibition Unit In Expo99

 Expo99 was a big event in the University as it exhibited many computers of different brands. I gained teamwork, coordination and communication skills by managing the cash flow of the unit and arranging seminars and talks from professionals.

## In Secondary school

* School librarian

 This post exposed me to the importance of teamwork. Primarily involved in maintaining the cleanliness and peacefulness of the library and its assets.

# SKILLS

**Software Package Applications** MS-Office, OPNET and MATLAB

**Platforms**  Windows 95, 98, 2000, Windows NT4.0

**Language**  Fluent in written and spoken English

 Credit in Cambridge Board’s 1119 paper,

 Fluent in written and spoken Malay and

 Fluent in spoken Mandarin

**Sports**  Sporting and outdoor activities include

 Jogging, net ball and tennis.