

RESUME



Name: REUBEN ROZARIO

D.O.B: 11th April 1981

Age: 40yrs

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Nationality: Malaysian

Marital Status: Married

**No. of Children: 2 -> age: 10yrs old
2yrs old**

Experience: Manufacturing – Production, Maintenance, QA/QC, etc.

Aug 2018 - Present **Self Employed**

Nov 2017 - Aug 2018 **Plant Manager – Ralco Plastic Sdn Bhd, Selangor, Malaysia.**

Nov 2013 - Jun 2017 **Production Manager – Century Motolite Sdn Bhd, Selangor, Malaysia.**

Operations Manager – Century Motolite Sdn Bhd, Selangor, Malaysia.

Feb 2011 - Oct 2013 **Production Manager – Global Asia Industrial Chemicals Sdn Bhd, Selangor**

Oct 2008 - Dec 2010 **Assistant Production Manager – PK Fertilizers Sdn Bhd, Johor, Malaysia.**

Feb 2000 - Oct 2008 **Assistant to Management – Paperjaya Printing & Packaging Sdn Bhd**

Personal Strengths:-

Good leadership, good coaching skills, multitasking, adaptable, problem-solver, motivated and motivates subordinates well, takes initiative and organized, places high priority to all job undertaking, hands-on person.

Skills:-

Manufacturing Industry Management, Machine Maintenance, Repairs & Preventive Maintenance, MS Office, Manpower Management, Forklift Driving, Purchasing, Negotiating with suppliers and contractors, Production Team Work, Hands-On production.

Courses Attended:-

1. ISO 9001:2000

- QUALITY MANAGEMENT SYSTEM INTRODUCTION & DOCUMENTATION
(BY GUNTER MANAGEMENT)

2. ISO 9001 : 2000

- INTERNAL AUDIT PROGRAMME MANAGEMENT (BY GUNTER MANAGEMENT)

3. TEKNIK KAWALAN UNTUK Q.C (Q.C Control Techniques)

(BY FMM INSTITUTE OF MANUFACTURING)

4. BASIC MAINTENANCE FOR TECHNICIANS

(BY FMM INSTITUTE OF MANUFACTURING)

5. ISO 9001:2000

- QUALITY MANAGEMENT SYSTEM

6. ISO 9001:2000

- INTERNAL AUDIT PROGRAMME MANAGEMENT

7. INTERNATIONAL WORKSHOP ON FERTILIZER GRANULATION AND NPK PRODUCTION ALTERNATIVES

(Held in Bangkok by IFDC)

Education

P.J Community College(PJCC) / Unity College(UCI)

Diploma in Engineering (Mechatronic/Electromechanical) | Malaysia

Major MECHATRONICS / APPLIED SCIENCE
CGPA 2.69

Languages

Proficiency level: 0 - Poor, 10 – Excellent

<u>Language</u>	<u>Spoken</u>	<u>Written</u>
Bahasa Malaysia	10	8
English	10	8

Job Roles

Plant Manager

Ralco Plastic Sdn Bhd | Selangor, Malaysia
Industry Polymer / Plastic / Rubber / Tyres
Specialization Manufacturing/Production Operations
Role Management
Position Level Manager
Monthly Salary MYR 7,300

- Monitoring Daily material usage.
- Arrangement of production workers and shift accordingly (24hrs/7days).
- Updating material stock report.
- Breakdown Maintenance (Hands-On).
- Plan production run according to provided Order.
- Requestion of insufficient raw material for production run.
- Liaising with sister company on reports and delivery.

Total Subordinates:- 2 person

Total workers:- 10 person

Production Manager

Century Motolite Sdn Bhd | Selangor, Malaysia
Industry Manufacturing / Production
Specialization Manufacturing/Production Operations
Role Management
Position Level Senior Manager
Monthly Salary MYR 5,800

1. Production Manager:-

- Managing the daily operations and production of the Factory (24hrs/6days).
- Monitoring the production runs ensuring timely completion of product and maintaining the highest quality standards.
- To review all reports/data recorded.
- Prepares the Daily and Weekly Production schedules.
- Production costing and monitoring of monthly P&L.
- Purchasing of raw materials required for production process.
- Sourcing parts and spares, tool and equipment required.
- Liaison with the Warehouse team in ensuring the stocks are sufficient for all product.
- Liaison with the Supply Chain team (HQ) on the incoming shipment dates.
- Liaison with Supply Chain and Marketing team (HQ) on the monthly sales forecast.
- Constantly monitor, develop and maintain our cost-effective procedures and practices in ensuring that the competitiveness of our production cost is the best throughout the group's various regional plants.
- Verification of all Incoming, Outgoing and Tax invoices receipts and issued.
- Supports the Technical Team on any arising issues.
- Hands-on troubleshooting production issues, machine maintenance and repairs.
- Constantly motivates, lead and provide guidance to staff and workers in their job undertaking while highly prioritizing teamwork.
- Prepares and submit the business unit's daily updated reports to HQ.

Achievement:-

- Increased monthly productivity by 172.7% (22k to 60k)
- Reduction of manpower cost by 25.9% (RM21k).

Total Subordinates:- 3 person

Total workers:- 40 person

2. Operations Manager

- Managing the Retail Operations and Battery Assist Breakdown Services division.
- Managing the distribution and deliveries of the sub-company.
- Setup of Battery Warranty Centre.
- Inventory management and stock replenishment.
- Monitoring the sales of Battery Assist and division's in-house brand.
- To check and verify all sales orders.
- To collect, tally and bank-in daily sales collection.
- Preparation of daily and monthly reports.
- Monitoring the warranty claims made by clients.
- Handling technical enquiries.
- Continuously provides training, motivation and guide staff and workers on providing the highest level of quality service to clients.
- To ensure the facility upkeep is well maintained at all times.
- Weekly meeting with staff.
- To monitor the division's accounts.
- Liaising with HQ, warehouse and factory team on all related matters.
- Hiring of staff and workers.
- Liaising with government and other related bodies.
- Implementation of new system for the division in order to increase sales.
- To ensure the day-to-day operations adheres to as per the company's set policies and system.
- Purchasing of the division.
- Looking into the P&L of the business unit.

Achievement:-

- Increased Battery Assist's division sales and profitability.
- Resumed the company's 24/7 battery breakdown services.
- Reduce the turnaround time for service provide to client around Klang Valley.

Total Subordinates:- 3 person

Total riders:- 6 person

Production Manager

Global Asia Industrial Chemicals Sdn Bhd

Industry	Manufacturing / Production
Specialization	Manufacturing/Production Operations
Role	Management
Position Level	Manager
Monthly Salary	MYR 4,600

Description:-

- Managing and running the daily production operations of the Chemical Blending & Mixing Plant which consist of five blending tank/vessel having a capacity of 28,000ltr(max capacity per day)
- Hands-On production.
- Prepares the Production costing and product cost from factory.
- Liaise on order requirements.
- Verification and generating Sales Order upon receiving of Client PO.
- Sourcing for Raw Materials(RM), alternative RM, packaging materials, other 3rd party products required by client, machinery spares and etc.
- Generating the production work order and the formulation of the required product as per Sales Order quantity for production processing.
- To arrange required RM for production usage according to the batching formula. Monitor blending/mixing process from start to end and ensure all requirements are adhered and time limits are followed for good productivity.

- Monitor and liaise with lab chemist on product application test, all QC test during and after production and on any new product development formulations provided by the UK office.
- Monitoring of raw material and finish goods stock. Replenish the raw material stock accordingly.
- To monitor our 3rd party warehouse for stock and supply abroad.
- Planning of daily and weekly production schedule.
- Planning for preventive maintenance works and annual maintenance.
- Leading, training and motivating of staff and workers in their job undertaking.
- Arrangement of staff and workers duty as per production schedule.
- Selection of vendors, supplier and product sourcing for additional products required by clients.
- Advised clients on various alternatives to any additional product required which are not available locally or beyond budget.
- To ensure the plant and warehouse environment is clean, safe, harmony, and comply with all regulations (DOE, Local Council, DOSH, PKFZ, LPK authority, etc).
- To ensure packaging and labelling are according to requirement for DG(dangerous goods) classification.
- Segregation and separation of various chemical and finished products accordingly.
- Overlook the logistic & shipping department and all delivery to ensure prompt delivery. Closely liaise with Customs and Forwarders for all import and export of factory.
- To prepare production and delivery reports on daily and monthly basis, submit the Report to Director and UK office and prepares any other required.
- Implemented and maintain of the ISO 9001:2008. Responsible as QMR and lead internal audits. Also to ensure entire factory complies and adheres to the Quality System and objectives.
- To improvise production processes from time to time.
- To liaise with other government bodies on related matters as and when required.
- Liaise with sub-contractors (manpower supply, machinery fabricators, building maintenance, parts dealers and etc.)
- To look into the modification of machinery for process improvements and in increasing the output rate with good quality finish product.
- To carry out interviews for new recruitment.
- To monitor and liaise with account department on all factory related finance. To see into ways of improvising the expenses and cost control of the production plant, factory and other financial costing.
- To correspond with Technical Manager and Director on regular basis keeping updated on all matters.

Total Subordinates:- 1 person

Total workers:- 1 person

Total Workforce:- 6 people

Assistant Production Manager

PK Fertilizers Sdn Bhd

Industry	Chemical / Fertilizers / Pesticides
Specialization	Manufacturing/Production Operations
Role	Management
Position Level	Manager
Monthly Salary	MYR 3,800

Assistant Production Manager (NPK Granulation Plant)

- Handling and managing of Production Plant operations (24hrs/7days).
- Assisting the Manager in management of the new warehouse operations.
- Planning of daily or weekly production schedule.
- Planning for preventive maintenance works, annual maintenance shutdown and coordinates whole maintenance work during emergency breakdown.
- Leading, training and motivating of staff and workers in their job undertaking.
- Arrangement of staff and workers duty as when required.
- To ensure that the 24 hours production operations run smoothly.

- Educate the staff and workers on their job and to ensure that they are capable of undertaking the responsibilities given.
- To ensure production productivity, daily production target and all planned jobs are completed accordingly.
- To prepare the raw material usage for production batching.
- To monitor raw material usage and finish good product.
- To ensure quality of the products produced are accordingly.
- To monitor the stock levels of raw materials, finish products and diesel.
- To analyse production rejects and come up with an immediate counter measure.
- Educate staffs and workers on the importance of cost, quality, productivity and on time delivery.
- To ensure the plant and new warehouse environment is clean, safe, harmony and healthy.
- To rectify problems on production settings and processes, new product specification, customer complaints, machinery and maintenance problems & other related issues.
(On hands for production and maintenance related issues)
- To closely monitor the lab analysis reports.
- Preparation and testing of new product formulations prior to actual production run.
- Liaise with sub-contractors (manpower supply, major machinery maintenance, building maintenance, parts dealers and etc.)
- To look into the modification of machinery for process improvements and in increasing the output rate with good quality finish product.
- To liaise with government bodies on related matters as and when required.
- To have a weekly meeting on production operations with staffs and contractors.
- Monitoring purchases for plant requirements.
- Evaluating of staff and contractors performance.
- To carry out interviews for new recruitment (for plant).
- To see into the expenses and cost control of the production plant.

Achievement:-

- Upon new plant commencing, managed to stabilise the production process in 3 months.
- Proposed new modifications to increase yield.
- Increased plant capacity from 28k M.T to 45k M.T annually.
- Modification to reduce wastage from process spillages.

Total Subordinates:- 12 person

Total workers:- 74 person

Assistant to Management

Paperjaya Printing & Packaging Sdn Bhd
 Manufacturing / Production
 Manufacturing/Production Operations
 Management
 Senior Executive
 MYR 2,500

1. **INDUSTRIAL TRAINING (final year-diploma)**
2. **TECHNICIAN (offered a job in the company upon completion)**
3. **MAINTENANCE SUPERVISOR**
4. **RESEARCH & DEVELOPMENT(R&D)**
5. **Q.A SUPERVISOR**
6. **PRODUCTION SUPERVISOR**

7. ASSISTANT TO MANAGEMENT (Production/Purchasing/Logistics/General)

- To source for suppliers, raw materials, parts and others products required.
- Analyse and summarize the quotation received and place orders accordingly.
- Monitor supplier pricing, delivery and quality.
- Sourcing for manpower, handling of workers interview and work performance.
- Assist the Director on any required.
- Liaise with freight company for imports and exports.
- To look into the daily operations of the Factory, ensuring production goes smoothly.
- Daily meeting held with the Production Dept and QA/QC Dept on any compiling matters.
- Weekly meeting between the Management, Sales and Production HOD's to ensure as well as to review the weekly progress of the incoming sales, productivity and other company matters.
- To analyse the monthly Key Performance Indicators (K.P.I) on various departments (Outdoor Sales Dept, QA/QC Dept, Delivery Dept, Production Dept, Indoor Sales Dept, Art & Graphic Dept and Maintenance Dept)
- To study any improvement needed in the Company, enabling the Company to grow as time changes.
- Preparation of ISO 9001:2000 documents, internal auditing and liaising with external party.

Total Subordinates:- 20 person

Total workers:- 80 person

Total workforce: 120 people