



Mahathir Mohamed

Objective

Seeking an Executive role to contribute with my extensive Manufacturing & Admin experience in the Process towards achieving Continuous Process improvement with my best Performance Metrics & Skills for the development to the organization by learning new techniques & enhancing my knowledge.

Experience

August 2019 – March 2022

Manager – SilverMoon Travels & Tourism India

Communicating on behalf of the company with shareholders, government entities and the public. Leading the development of the company's short- and long-term strategy. Ensuring that the company maintains high social responsibilities wherever we do business. To meet the experience of the clients so that they are satisfied with our service.

Responsibilities

- Schedule the front office staff and supervise workload
- Managing and addressing potential problems that may arise
- Ensure proper filing and recording of all correspondence pertaining to contracts established by the sales marketing department with commercial companies, travel agents and airlines.
- Respond to and follow up on customer enquiries for packages based on itineraries, services & third-party agent services.
- Prepare quotations and proposals.
- Provide customer service, build and maintain good customer relations, attend to complaints and provide effective support to gain best customer experience from business to sales.

March 2013 – July 2019

Manufacturing Specialist - DuPont Singapore

Working in DuPont for past 6 years plus has taught me how to be versatile

in QA/QC, Safety aspects, Continuous Improvement and various process Operations as well. Being Manufacturing Specialist, we were taught how to juggle multiple works simultaneously (HPWS), comprehensive problem-solving abilities & strong interpersonal skill. Ability to work both independently & collaborative team member.

Responsibilities

- Preparation of tools for parts based on drawings.
- Performing tool change and overlook based on SOP.
- Troubleshooting on machines. Keep up with down time
- Managing Team Strategy and KPI.
- Safety Personnel.
 - Job Cycle Check (JCC)
 - Task Risk Assessment (TRA)
 - Stop Audits & Checks
 - Contractor Safety
 - Contractor Safety Refresher
 - Monthly/Yearly Audit Checklist
 - Confine Space
 - Fire Extinguisher
 - Performing LTCT & Maintenance Works when Necessary
 - Maintaining Inventory Stock Count
 - Maintaining of operations supply to run the show

April 2012 – March 2013

Regional Sales Executive - Focke Singapore Pte Ltd

Being Regional Sales Executive I manage the Indonesian market to Import & Export machinery spares for various customers. Handling SAP Data & Inventory as well. In Focke I manage to expose problem solving & advising customers.

Responsibilities

- Responsible for Indonesian market on machine spares
- Import from Germany & Export it to Indonesia
- Stock counts in Inventory
- Raising quotation, PO & DO.
- Arrange meetings with clients
- Sourcing out Vendors

Career Profile

- Performing administrative duties (documentations)
- Receiving of goods and invoices.
- Inspecting parts according to blueprints.
- Releasing of parts to Customer with ISO standards.

- Planning monthly safety checks (Job Cycle Check & Task Risk Assessments)
- Updating & amending work instructions based on JCC and TRA)
- Giving Training to juniors and guiding them to be better half.
- Preparing and filing safety checklists for audit.

Education	Skills	Language	Contact
March 2012 College West <ul style="list-style-type: none"> • Mechanical Engineering 	<ul style="list-style-type: none"> • Data Analysis • Project Management • Problem Solving • Ability to adapt in different Situations • Microsoft Office, Excel, PowerPoint & outlook. • Solid works • SAP Business One • AutoCAD • Adobe Photoshop & Flash Player • Tally 9.0 	English (written & spoken) Tamil (written & spoken) Malay (spoken)	Phone: +971-525091715 Email: coolheromahathir@gmail.com Address: Palm Deira Dubai P.O : 95518 Nationality: Indian License: Class 3 & 2A singapore Visa Status: Freelance Availability: Immediate
Dec 2008 Clementi Town Secondary School <ul style="list-style-type: none"> • N Level (2007) • O Level (2008) 			
Dec 2003 Pei Tong Primary School <ul style="list-style-type: none"> • PSLE Certificate 			