

RESUME

Production Planner /Material Planner /Procurement

Expected Salary (2700 ~ 3000) SGD Negotiable



NAWE

PROFILE

Service -oriented and responsible planner with over 6 years background in Electronic , Chemical and personal care in foreign manufacturing companies. Detailed result planner with extensive professional experience in Supply Chain Field .Core competencies include production planning , material resource planning and delivery planning as well as high level computer skills and time management skills. Handle multi tasks with accuracy and efficiency. Established good communication and team work between planning and peer group .

EXPERIENCE

Indirect Material Planning Leader (Colgate-Palmolive Myanmar)	Present
Production Planning And Inventory Control Leader (TOA Coating Myanmar)	3 years +
Production Planner (Foster Electric Thilawa)	3 years

EDUCATION

Bachelor of Engineering Electronic , Thanlyin Techonological University	(2016 ~2017)
Bachelor of Technology Electronic , Thanlyin Techonological University	(2012 ~2016)

LANGUAGES

English	● ● ● ● ●
Chinese	● ● ● ● ●

PERSONAL INFORMATION

📍	BLK209 Aung Mo Kio Ave 3 #05-1582 560209
🇲🇲	Myanmar
👤	Female
🔑	Single
🛂	MH030072
📅	11-05-1995 (28 years)

CONTACT DETAIL

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OTHER QUALIFICATION

Business Management And Administration
Business English
Master Communication Skills
Supervisory Managements
Global Procurement Policy
Good Manufacturing Practices

TRAINING

Production Planning And Control
Foster Electric (BAC NINH) Co Ltd at Vietnam

AREAS OF EXPERTISE

✓	Production Planning	✓	Inventory Management	✓	Procurement
✓	Materials Planning	✓	Warehouse	✓	Communication
✓	Supply Chain	✓	SAP/MRP	✓	Leadership
✓	Data Analysis	✓	Energetic	✓	Problem Solving

CAREER SUMMARY

Procurement Supervisor , **Colgate- Palmolive Myanmar (May 2023 To Present)**

- Led the planning and procurement of indirect materials for specific manufacturing facilities within colgate palmolive.
- Collaborated with cross functional team to gather requirements and align on materials need and inventory targets.
- Conducted demand forecasting and analysis to determine appropriate stocks levels considering factors such as lead time and supplier capabilities
- Maintain strong relationships with suppliers, negotiating favourable terms and conditions for indirect material procurement , including pricing , lead times and quality standard.
- Monitored supplier performance and address any issue or concerns ensure timely and accurate delivery of indirect materials.
- Monitored inventory levels, performing regular analysis and taking actions to minimize stockout and excess inventory.
- Created and manage purchase orders , ensuring accuracy and adherence to procurement policies and procedures.
- Worked closely with Finance team to ensure proper recording and reporting of inventory related transactions.
- Conducted regular performance review of supplier and identified opportunities for improvement or cost reduction.
- Evaluate and choose suppliers by considering factors like quality , reliability and delivery .Engaged in negotiations with suppliers to secure advantages pricing and favourable terms and conditions in contractual agreements.
- Assisted the development of standard operation procedures and guidelines related to material planning and procurement.

Production Planning And Inventory Control Supervisor, TOA Coating Myanmar (Jan 2020 To April 2023)

- Accountable for the entire strategic Production Planning, including the Master Production Schedule and Controls, Material Planning and Analysis
- Received and confirmed orders to be scheduled for production, analyzed work flow, and planned and scheduled customer orders based on material availability, machine capacity, and other relevant factors.
- Generated and scheduled monthly, weekly, and daily production plans based on customer's Purchase Order, Priority, and Sale Forecast.
- Prepared purchase requisitions for stocks based on production schedules and maintained inventory levels according to MRP System
- Reviewed and analyzed the monthly production plan against target volume against capacity and resources.
- Arranged production plan and material plan to meet delivery schedules and ensured that transport operations were conducted while considering resource and cost allocation.
- Monitored shipment unloading and analyzed and controlled the flow of delivery and inventory according to company policy
- Collaborated with cross-functional teams to optimize production processes, inventory management, and customer satisfaction
- Ensured compliance with quality assurance standards, safety protocols, and other relevant regulations.
- Led and coached a team of production planners and analysts to achieve operational excellence and continuous improvement.

Production Planning And Control Executive, Foster Electric Thilawa (Jan 2017 - Dec 2019)

- Prepared monthly and daily production plans in collaboration with production departments, considering priorities and machine downtimes.
- Coordinated with the material planner to ensure Raw Material (RM) availability, avoiding shortages and delays.
- Collaborated with cross-functional teams to coordinate new model productions, running changes, and scrap contro
- Updated and checked daily output, work-in-progress, and work order balance reports to ensure timely delivery of products.
- Arranged shipping plans schedules based on purchase order and customer requirements
- Calculated figures such as required labor or production line, considering half line or full line, to optimize resource allocation.
- Coordinated with multiple departments, including procurement, logistics, and quality assurance, to ensure successful execution of plans.
- Monitored production progress against plan and identified and resolved any potential production issues
- Developed and maintained strong relationships with internal and external stakeholders
- Compiled data and provided regular reports on production performance, identifying areas for improvement.

REFERENCE CHECK

Mr.KARI HARTEVA , Country Director , TOA paint PCL

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