

# Teh Kee Pin

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## Summary

1. Preparing Pre/Post Tender Document & Costing
2. Design & Review ELV & FTTH System
3. Preparing Contract Department Document

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## Career history

### **Contracts Manager** at Globalcomm Solution Sdn Bhd

Mar 2023 - Present (1 year 4 months)

### **QS Manager** at RADICAL Internetwork Sdn Bhd

Mar 2021 - Mar 2023 (2 years 1 month)

### **Sales Executive** at Megapower Legrand (M) Sdn Bhd

Feb 2020 - Feb 2021 (1 year 1 month)

#### Responsibility

- Identify business opportunities by identifying prospects.
- Evaluate the company's position in the industry, by carrying out research and analyzing sales options.
- Sell the product by establishing contact and developing relationship with the prospect, and recommending solution.
- maintain relationships with client by providing support, information & guidance.
- Research & recommend new opportunities & service improvements.
- Identify product improvements or new product by remaining current & updated on the industry trends, market activities & competitors.
- Prepare sales report by collecting, analysing & summarising information.
- Maintain service quality by establishing & enforcing organization standards.

- Contribute to the team effort by accomplishing related results as needed.

- Any other matters as and when required by the management.

#### Authority

- Issuing sales quotation.

- Representing the company in the sales activities.

#### EMS Responsibility

- Understand, implement & uphold MPL's Environmental Policy & EMS.

- Communicate & report environmental matters to the superior / EMR / EHS officer.

- Know actions to be taken in any normal, abnormal & emergency situation related to MPL's environmental situation.

- Attend, participate & give support for activities related to environment such as training, environmental program & environmental audits.

- Understand the environmental impacts of their work & their responsibility to control and mitigate it.

- Conserve natural resources by conservation of water, energy & paper.

#### **Project Sales Engineer** at Megapower Legrand (M) Sdn Bhd

Aug 2017 - Jan 2020 (2 years 6 months)

#### **Project Engineer** at SaveLite Engineering S/B

Nov 2014 - Jul 2017 (2 years 9 months)

#### **Operation Manager** at Integra Water Asia Sdn. Bhd.

Apr 2014 - Oct 2014 (7 months)

#### **Project Senior Site Supervisor** at Oceantrax

Aug 2010 - Mar 2014 (3 years 8 months)

i) To supervise work on site. ii) Need to prepare drawing using autocad, to make quotation and prepare weekly report.

## **Project Engineer at Polyplas**

May 2010 - Aug 2010 (4 months)

- 1) To liaise with customer on new projects.
- 2) To ensure the new project information was given promptly to other dept.
- 3) To ensure the approval sample is issued on time.
- 4) To handle customer enquiry and co-ordinate with internal dept.
- 5) To take corrective action if sample approval is NG.
- 6) To co-ordinate with tooling & production dept on mould testing, repairing & modification.
- 7) To carried out measurement task as per customer request.
- 8) Carry out any tasks that assigned by superior from time to time.
- 9) Responsible for FMEA,Control pla & APQP before mass production wherever applicable.
- 10)PPAP submission on time for required customers.
- 11)TO carry out task according to ISO 9001 & TS 16949 requirements.

## **Assitant Engineer at UWC INDUSTRIAL SDN.BHD.**

Mar 2010 - May 2010 (3 months)

- 1)Report to Project Engineer (PE) / Section Head (SH).
- 2)Assist PE/SH to generate first article for customer qualification.
- 3)Assist PE/SH in monitoring and follow up activities during project implementation.
- 4)Review customer drawings, bill of materials and specification.
- 5)Develop process flow for new product and process improvement.
- 6)Review development drawing.
- 7)Prepare travel file / Process Flow Record (PFR) and distribution.

- 8) Develop new product for existing or new customer within schedule.
- 9) Design and develop new jig and fixture for new product and improvement.
- 10) Record, analyze, and develop solution for any problem encountered during project implementation
- 11) Assist PE/SH to prepare, coordinate & conduct post project review.
- 12) Maintain good house keeping and 5's.
- 13) Maintain consistent application of company policies, procedures and shop floor rules.
- 14) Adhere to all application Occupational Safety and health laws and regulation as well as such standards, practices and procedures instituted by the Company.
- 15) Any other responsibility which may be assigned from time to time by immediate superior / Department Head.

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**Skills**

AutoCAD, Contract Management, Quantity Surveying, Preparing Tenders, Contract Administration

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**Languages**

Bahasa Malaysia, English, Mandarin

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**Education**

**Diploma of Engineering (Mechatronic/Electromechanical)  
(Mechanical and Electronic)** from PSDC  
Finished 2010