



## **TAN POH HIN**

**Senior Site Supervisor (15 years)**

**EXYTE MALAYSIA SDN. BHD**

**(+60) 165912674 | [pohhin.tan@gmail.com](mailto:pohhin.tan@gmail.com) |**

**Expected Salary RM 9,500.00 |**

### **SUMMARY**

I graduated with a Master of Business Administration in Construction Management from Penang Wawasan Open University in the year 2022. At the same time, I also possess 15 years of construction site management from year 2009 to 2024. The majority of projects that I was in charge throughout these working years mainly started from the initial stage such as the site clearing, piling stage until the completion of the projects. The projects that I involved including hillside housing development, the Client's sales gallery, showroom and service center, infrastructure, and factory.

The recent project that I in charge is construction of AT&S factory which located at Kulim Hi-Tech Park. I working with EXYTE Malaysia Sdn Bhd on contract basis employment (from October 2022 to April 2024). In addition, I also had experience in liaising with clients, consultants, main contractors, suppliers, and various parties in the construction field, especially during the following events:

- During working with EXYTE, I was assigned to in charge construction of AT&S factory and deal with Main Sub-Contractor which is came from China - China Construction Third Engineering Bureau Co., Ltd.. Hence, my communication skill was enhanced when dealing with them as need to resolve the conflicts arise due to different working culture and practice with local.
- Malaysia's government withdrew the Sales Tax (SST) and replaced it with Goods and Services Tax (GST) on 1<sup>st</sup> April 2015. From 1<sup>st</sup> June 2018, Malaysia undergo tax transition again by abolishing Goods and Services Tax (GST) and reintroducing Sales Tax (SST);
- Starting on 18 March 2020, Malaysia officially implemented a Movement Control Order in response to the coronavirus disease(COVID-19)

**The abovementioned policies made by the Malaysian government have a large extent of the impact on many industries (including the construction industry as well), and gratefully I had the opportunity to participate in many discussions to come out the consensus and solutions to minimize the impact on the progress and budget of the project.**

**Over the past 15 years, I not only focused on my working experience by completing construction projects, but also continuously self-improvement by pursuing construction knowledge, for example, I attended the Construction Quality Assessment System (CONQUAS)<sup>(1)</sup> Training Workshop organized by Building and Construction Authority (BCA) from Singapore in the year 2012, practical training for Quality Assessment System in Construction (QLASSIC)<sup>(2)</sup> in the year 2016. I was also certified as a Civil & Structural Supervisor<sup>(3)</sup> after being interviewed by Construction Industry Development Board (CIDB) officer in the year 2017. In addition, I granted Certificate of Registration of Inspector of Work Intern by Board of Engineers Malaysia in the year 2024.**

**In addition, I completed a Bachelor's Degree of Technology (Hons) in Construction Management in the years 2010 to 2015 and a Master of Business Administration in Construction Management at Wawasan Open University with an open distance learning concept in the year 2017 to 2022. Throughout my career in construction, I have gained the following additional knowledge:**

- Management knowledge such as construction management and time management for projects;**
- Risk management and cash flow management are required especially during the occurrence of coronavirus disease (COVID-19), from this event I realized that management knowledge is critical to operating businesses smoothly.**

**Please find enclosed my resume for your consideration and I look forward to hearing from you. You can contact me via phone at 016-5912674 or send an email to [pohhin.tan@gmail.com](mailto:pohhin.tan@gmail.com) , Thank you.**

## EXPERIENCE

Oct 2022-Apr 2024 **Senior Construction Coordinator**  
EXYTE MALAYSIA SDN. BHD | Penang, Malaysia

(1 Years 6 Months)

**Industry** : Construction / Building / Engineering  
**Specialization** : Management & Engineering -  
Architecture/Civil & Structural/Construction  
**Role** : Supervisor/Team Lead  
**Position Level** : Senior Executive  
**Monthly Salary** : RM 8,500.00 (**Contract Basis Employment**)

### Project Coordination and Management

- Assist Construction Manager in planning and executing building construction and renovation projects.
- Plan and coordinate construction activities on a daily basis.
- Establish a budget and schedule for the construction project.
- Monitor and control expenses within the established budget.
- Recommend cost reduction initiatives while maintaining quality and productivity.
- Oversee invoice and payment processing in a timely fashion
- Analyze construction problems and develop immediate resolutions.
- Respond to customer inquiries and concerns promptly.
- Generate construction progress and expense reports for management.
- Attend educational workshops, training, and conferences for professional growth.
- Identify slippages or delays in constructions and adjust schedules to meet deadlines
- Identify milestones and problem areas and accordingly recommend preventive actions.
- Work with the Construction Manager to develop the project plan, quality assurance plan, and health and safety plan.
- Analyze RFI responses and monitor and process change orders.
- Provide administrative assistance to the Construction Manager when needed.
- Participate in client meetings as required

May 2016-Oct 2022

## Senior Construction Site Supervisor

**PREMIUM FLAME SDN. BHD | Penang, Malaysia**

(6 years 6 months)

<b>Industry</b>	<b>: Construction / Building / Engineering</b>
<b>Specialization</b>	<b>: Management &amp; Engineering - Architecture/Civil &amp; Structural/Construction</b>
<b>Role</b>	<b>: Supervisor/Team Lead</b>
<b>Position Level</b>	<b>: Senior Executive</b>
<b>Monthly Salary</b>	<b>: RM 6,400.00</b>

### **Project Coordination and Management**

- Assist Construction Manager in planning and executing building construction and renovation projects.
- Plan and coordinate construction activities on daily basis.
- Establish a budget and schedule for the construction project.
- Monitor and control expenses within the established budget.
- Recommend cost reduction initiatives while maintaining quality and productivity.
- Oversee invoice and payment processing in a timely fashion
- Analyze construction problems and develop immediate resolutions.
- Respond to customer inquiries and concerns promptly.
- Generate construction progress and expense reports for management.
- Attend educational workshops, training, and conferences for professional growth.
- Identify slippages or delays in constructions and adjust schedules to meet deadlines
- Identify milestones and problem areas and accordingly recommend preventive actions.
- Work with the Construction Manager to develop the project plan, quality assurance plan, and health and safety plan.
- Analyze RFI responses and monitor and process change orders.
- Provide administrative assistance to the Construction Manager when needed.
- Participate in client meetings as required

### **Quality/System Control**

- Conduct in-coming, in-process and final inspection and testing for on-site activities in accordance with QLASSIC Inspection and Test Plans and Checklists, and the results are recorded.

### **General Administration**

- Ensure that work is carried out in accordance with the ISO procedures.
- Ensure that records and documents are filed and managed in accordance with the ISO procedures.
- Ensure that only current drawings and documents are used. All superseded drawings kept are to be marked as superseded.

Sep 2009-May 2016

## **Construction Site Supervisor**

### **Choongcons (Penang) Sdn Bhd**

(6 years 9 months)

**Industry** : Construction / Building / Engineering  
**Specialization** : Management & Engineering -  
Architecture/Civil & Structural/Construction  
**Role** : Supervisor/Team Lead  
**Position Level** : Senior Executive  
**Monthly Salary** : RM 3,500.00

### **Project Coordination and Management**

- Ensure that the program is updated weekly
- Coordinate and manage all site activities of site staff, subcontractors, trades and suppliers etc.
- Communicate to all the site staff, sub-contractor, trades and suppliers site activities and ensure timely response to program requirements.
- Participate in client meeting as required

### **Quality/System Control**

- Conduct in-coming, in-process and final inspection and testing for on site activities in accordance with CONQUAS Inspection and Test Plans and Checklists and the results are recorded.

### **General Administration**

- Ensure that work is carried out in accordance with the ISO procedures.
- Ensure that records and documents are filed and managed in accordance with the ISO procedures.
- Ensure that only current drawings and documents are used. All superseded drawings kept are to be marked as superseded.

Mar2009-Sep 2009

## **Junior Construction Site Supervisor**

### **Winners Aluminium & Glass Sdn. Bhd**

(7 months)

**Industry** : Construction / Building / Engineering  
**Specialization** : Architecture  
**Role** : Supervisor/Team Lead  
**Position Level** : Fresh / Entry Level  
**Monthly Salary** : RM 1,400.00

## Education

2017 - 2022

### **Wawasan Open University (WOU)**

**Master's Degree in Science & Technology | Malaysia**

**Major** **Master of Business Administration in Construction Management**

**CGPA** **3.58 / 4.0**

The Master of Business Administration in Construction Management (R2/340/7/0593(MQA/FA0054)12/25) is designed for professionals in the construction sector such as engineers, quantity surveyors, architects, building technologists, construction supervisors, and managers who want to upgrade themselves to senior management positions. It will give them a host of theoretical and technical skills as well as knowledge to effectively manage the construction business while upholding the principles of safety and health. In addition, it will delve into topics related to business management comprising finance, quality, procurement, operations, and human resources which are essential in undertaking the various functions of construction management.

2010 - 2015

### **Wawasan Open University (WOU)**

**Bachelor's Degree in Science & Technology | Malaysia**

**Major** **Bachelor of Technology (Honours) in Construction Management**

**CGPA** **2.91 / 4.0**

The Bachelor of Technology (Honours) in Construction Management (R2/526/6/0106(MQA/FA0053)11/27) prepares you to be well-versed in various aspects of construction. It covers the overall planning, coordination, and control of construction processes of projects like high-rise buildings, bridges, factories, highways, and tunnels. Learn the fundamentals of building and construction technology and develop some advanced construction knowledge and skills that are directly applicable to the workplace. You will become technically competent in construction equipment, processes, and techniques, and in handling the legal, logistics, technical and financial aspects of construction while managing human resources. The program also suits construction industry professionals like architects, civil/structural engineers, quantity surveyors, building technologists, supervisors, and contractors who want to upgrade themselves in construction management.

Enclosed herewith are the following **CERTIFICATES** for your perusal:  
**The year 2012**

- Certificate of Attendance CONQUAS training Workshop by Building and Construction Authority (BCA), Singapore

**The Year 2014-2016**

- Certificate of Attendance ACE Training Management

**The Year 2016**

- Certificate of Attendance Quality Assessment System in Construction (QLASSIC) Awareness & Practical Training

**The Year 2017**

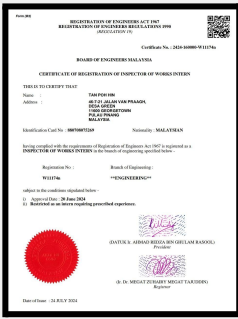
- Skill Competency Certificate Construction Site Supervisor by CIDB Malaysia
- Skill Competency Certificate Formwork Carpenter - Level 1 by CIDB Malaysia
- Skill Competency Certificate Bar Bender - Level 1 by CIDB Malaysia
- Skill Competency Certificate Concrete - Level 1 by CIDB Malaysia

**The Year 2020**

- Certificate of Attendance Understanding of ISO 9001-2015 QMS Awareness Training

**The Year 2024**

- Certificate of Registration of Inspector of Work Intern by Board of Engineers Malaysia



## PROJECTS HANDLED

Oct 2022-Apr 2024

**Senior Site Supervisor**

**EXYTE MALAYSIA SDN. BHD | Penang, Malaysia**

(1 Years 6 Months)

- 1)  **Project Name/Title : KULIM HI-TECH PARK AT&S - Austria Technologie & Systemtechnik Malaysia Construction Project Phase 1&2**

**CADANGAN MENDIRIKAN BANGUNAN KILAG YANG TERDIRI DARIPADA: -**

- **1 UNIT PEJABAT - 7 TINGKAT**
- **2 UNIT BANGUNAN PRODUKSI - 4 TINGKAT**
- **1 UNIT GUDANG - 4 TINGKAT**
- **1 UNIT GUDANG SIMPANAN BAHAN HAZMAT - 1 TINGKAT**
- **6 UNIT PONDOK PENGAWAL - 1 TINGKAT**
- **1 UNIT BANGUNAN UTILITI - 4 TINGKAT**
- **1 UNIT BANGUNAN PENCAWANG ELEKTRIK - 2 TINGKAT**
- **1 UNIT STESEN GAS NITROGEN**
- **1 UNIT LOJI RAWATAN AIR**


**DI ATAS LOT 60229 & SEBAHAGIAN LOT 60234, LEBUHRAYA PERDANA , KULIM HI-TECH PARK, FASA 4, SEKSYEN 11, BANDAR LUNAS, DEARAH KULIM, KEDAH DARUL AMAN.**

**Senior Site Supervisor**

May 2016-Oct 2022


**PREMIUM FLAME SDN. BHD | Penang, Malaysia**

(1 Years 6 Months)

- 2)  **Project Client/ Developer : IDEAL Property Group**

**Project Name/Title : Penang Havana Beach Residences**

**3 BLOCK 55 TINGKAT YANG MENGANDUNGI 1) 1342 UNIT RUMAH MAMPU MILIK (850KP) TERMASUK 9 TINGKAT TEMPAT LETAK KERETA DAN 1 TINGKAT TEMPAT LETAK KERETA "LOWER GROUND" SERTA 2 TINGKAT RUANG REKREASI.**

- 3)  **Project Client/ Developer : IDEAL Property Group**

**Project Name/Title : Penang Forestville Residences**

**CADANGAN PEMBANGUNAN BERCAMPUR YANG TERDIRI DARIPADA - PARCEL 1 (BLOCK A&B) - 2 BLOCK 37-40 TINGKAT PANGSAPURI (991 UNITS) TERMASUK 7 TINGKAT TEMPAT LETAK KENDERAAN SERTA 2 RUANG REKREASI**



Sep 2009-May 2016

## Site Supervisor

### Choongcons (Penang) Sdn Bhd

- 4)  Project Client/ Developer : **BSG Property**  
Project Name/Title : Penang Mira Residences
- 5)  Project Client/ Developer : **BSG Property**  
Project Name/Title : Penang Raffles Residence (CONQUAS  
ADOPTED PROJECT)
- 6)  Project Name/Title : Penang Sungai Pinang Honda Showroom &  
Service Centre Kah Motor Co. Sdn. Bhd
- 7)  Project Client/ Developer : **Mah Sing Group**  
Project Name/Title : Penang Mah Sing Group Sales Gallery
- 8)  Project Client/ Developer : **Mah Sing Group**  
Project Name/Title : Penang Southbay Residence (CONQUAS  
ADOPTED PROJECT)