

Curriculum Vitae

Raymond See

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Curriculum Vitae Summary

Previous Positions: Production Supervisor & Warehouse Assistant (Jan 2018 – October 2019)
Specialization: Operational Management
Highest Education: **Advanced/Higher/Graduate Diploma in Architecture.**

Employment History

1) Polymix Plastic Industries (Malaysia) Sdn. Bhd.

1 years 9 months (Jan 2018 – Oct 2019)

Position Title (Level): Production Supervisor & Warehouse Assistant.
Specialization: Operational Management
Role: Supervision & Production Management.
Industry: Waste Management, Recycling & Production (Raw Palletized Plastic)

Work Description: Supervising and managing the production team, from waste sorting according to types of plastics, treating waste with approved chemical, to feeding the types of plastic wastes into an extruder, forming palletized raw plastic material, for supplies to local and overseas market, according to demands.

My work scope encompasses the following:

- i. Daily monitoring of recycling plant to ensure smooth production line;
- ii. Supervising labourer in sorting types of plastics;
- iii. Monitoring the loading and unloading works of palletized raw plastic goods (25kgs bags) on to and off containers for exporting;
- iv. Weighing of plastics waste off container, and prepare all necessary documents for invoicing purposes;
- v. Hands on maintenance of the Waste Water Treatment Plant, with appropriate chemicals, to ensure that the waste water are treated prior to final discharge point;
- vi. Allocation of work for the labourer (day and night shifts), to ensure smooth production, to meet monthly and upcoming orders and supply of goods;
- vii. Reporting to the Company Directors of current production status, day to day operating of the recycling plant;
- viii. Stock-keeping and materials management;
- viii. Monthly payroll;
- x. Liaison with local government authorities to obtain permits, licenses, and to adhere to local environmental act, and also WHS Regulation, set by the government.

2) Dreamixer Sdn. Bhd.

7 years 8 months (April 2010 – Dec 2017)

Position Title (Level): Design Director, Architect (Senior Management Executive).
Specialization: Architecture, Interior Design, Digital Media.
Role: Management, Design, Supervision, Contract Management.
Industry: Architectural & Interior Design Consultation, Construction, Design & Build, 3D Digital Media.

Work Description: Since the establishment of the Company, I am currently holding the position as the Managing Director, and Design Director, managing a team of talented staffs that consists of Professional Architect & Engineer, Quantity Surveyor, Construction Manager, Interior Designers and Draughts-person, depending on project at hand.

My work scope encompasses the following:

- i. Securing project from potential Client;
- ii. Preparing contract and legal documentation;
- iii. Conceptual design & budget proposal;
- iv. Preparation of presentation materials such as 3D artist impression visuals, physical study models, preliminary space planning drawings, interior and material mood boards;
- v. Sourcing and selection of furniture, products, interior and exterior building materials;
- vi. Preparing detailed design and construction drawings;
- vii. Liaising with local government authorities in obtaining permits and construction approvals, leading to completion and issuance of Certificate of Completion and Compliance;
- viii. Conducting project tendering process among contractors and builders;
- ix. Project management involving on-site supervision, health and safety monitoring, conducting weekly meeting between professional consultants, main and sub-contractors, suppliers and internal project team members;
- x. Resolving site and construction matters;
- xi. Inspection on workmanship and quality of work, in accordance to contract and construction documentation;
- xii. Final inspection and hand-over of completed project to Client.

Throughout the period while managing the Company, I have worked and completed numerous selected projects as listed below:-

Interior Design Works:

- Impulse Studio: *A new form of fitness centre that uses Electronic Muscle Stimulation Unit (EMS), located at Bangsar, Platinum Sentral, G-Tower, PJ Trade Centre and Changkat Bukit Bintang.*
- Tedboy Bakery: *A new bakery and café setup, located at Jalan Telawi, Bangsar, The Sphere @ Bangsar South and Hotel Transit.*
- Delicious: *A veritable restaurant for local and western food at 1Utama Shopping Centre, Mid Valley Megamall and Dua Residency.*
- SimplyD: *A new division from Delicious, a place for good spaghetts and pastas, located at Nu Sentral Mall.*
- Witches & Brew @ Avenue K: *A new sandwiches and coffee outlet, located within the newly refurbished mall, opposite KLCC.*
- Ms. Read: *A modern clothing and fashion boutique chain of outlets at 1Utama Shopping Centre and Mid Valley Megamall.*
- Passion Pictures: *A new office for a film production company, located at D6 @ Sentul.*
- Advanced Neuro Science and Orthopedic Centre (ANOC): *A 10,000 sq.ft. health centre that houses the country's top Neuro-Surgeons, Neurologists, Orthopaedic Physicians and Surgeons at Menara BRDB, Bangsar.*
- Private Residence @ Armanee Terrace: *A duplex residential unit for a young married couple.*
- Private Residence @ The Hampshire Residences: *A 3,000 sq.ft. luxury serviced apartment located in the heart of Kuala Lumpur.*

Architectural Design Works:

- Low Cost Carrier Terminal (LCCT): *Open competition to design the new AirAsia Terminal.*
- Persatuan Arkitek Malaysia (PAM) Headquarters: *Open competition to design the new Board of Architects' Headquarters.*
- Private Residence @ Gombak: *A 2-storey bungalow that was demolished and re-built.*
- Private Residence @ Bandar Kinrara: *A 2-storey terrace home that underwent a major extension and renovation works.*
- Plastic Recycling Plant & Warehouse @ Ijok: *A development of a plastic recycling plant inclusive of all necessary amenities, within a 8,389 sq.m. plot of industrial land.*

3) Quirk & Associates Sdn. Bhd.

2 years 6 months (October 2007 – April 2010)

Position Title (Level): Design Architect (Senior Executive).
Specialization: Architecture and Interior Design
Role: Management and Coordination, Design, Supervision.
Industry: Architectural & Interior Design Consultation.

Work Description: I was employed as a Design Architect within a very small company setup that consist of around 10-12 staffs. At that time, I was supervising a team of 3-4 staffs consisting of Junior Design Architects and Interior Designers, according to the allocation of project and manpower. Apart from that, I had to report to my immediate superior, a Professional Architect and also the Managing Director himself.

My work scope encompasses the following:

- Architectural concept design;
- Interior design works;
- Preparation of Bill of Quantities for tendering works;
- Preparation of presentation materials such as 3D artist impression visuals, physical study models, preliminary space planning drawings, interior and material mood boards;
- Sourcing and selection of furniture, products, interior and exterior building materials;
- Preparing detailed design and construction drawings;
- Liaising with local government authorities in obtaining permits and construction approvals, leading to completion and issuance of Certificate of Completion and Compliance;
- Conducting project tendering process among contractors and builders;
- Project management involving on-site supervision, health and safety monitoring, conducting weekly meeting between professional consultants, main and sub-contractors, suppliers and internal project team members;
- Resolving site and construction matters;
- Inspection on workmanship and quality of work, in accordance to contract and construction documentation;
- Final inspection and hand-over of completed project to Client.

Throughout the period of employment, I have worked and completed numerous projects as listed below: -

Architectural Design Works:

- Tenga Garden @ Pantai Cenang, Langkawi: *A development of low rise luxury and lifestyle orientated serviced apartment units with clubhouse and pool facility.*

Interior Design Works:

- Aarong Flagship Store @ Dhaka, Bangladesh: *An existing well-known brand of that carries not only apparel but also locally hand-made goods. The project involves 6 floor levels that houses different category of goods within a stand-alone 9-storey newly built shopping mall.*
- Zouk Club, Jalan Ampang, KL: *An interior refurbishment work to the existing building at Jalan Ampang, which consists 6 different themed clubbing rooms.*

4) YTL Corporation Berhad

4 years 7 months (December 2002 – July 2007)

Position Title (Level): Architectural Assistant (Mid-Level Executive).
Specialization: Architecture, Interior and Property Development
Role: Design and Production.
Industry: Architecture, Interior and Built Environment

Work Description: I was employed as an Architectural Assistant for Syarikat Pembinaan Yeoh Tiong Lay Sdn. Bhd. (YTL Design Group – Architectural Department, a subsidiary company of YTL Corporation Berhad, working under the supervision of a Senior Architect and heads a group of between 1-5 draughts-person, depending on project at hand.

My work scope encompasses the following:

- i. Assist in architectural concept design and development;
- ii. Assist in preparation of presentation materials such as 3D artist impression visuals, physical study models, preliminary space planning drawings, interior and material mood boards to the Company's Board of Directors;
- iii. Assist in sourcing and selection of furniture, products, interior and exterior building materials;
- iv. Preparing detailed design and construction drawings;
- v. Preparing architectural submission drawings and liaising with local government authorities in obtaining permits and construction approvals, leading to completion and issuance of Certificate of Completion and Compliance;
- vi. Project management involving on-site supervision, health and safety monitoring, conducting weekly meeting between professional consultants, main and sub-contractors, suppliers and internal project team members;
- vii. Resolving site and construction matters;
- viii. Inspection on workmanship and quality of work, in accordance to contract and construction documentation;
- ix. Final inspection and hand-over of completed project to Client.
- x. Personal involvement on sales and marketing of properties by assisting the sales person on marketing brochures, digital media advertising, sales & purchase drawings, and also assisted on answering queries from potential property purchasers during the launching event.

Throughout the period of employment, I have worked and completed numerous projects as listed below: -

Architectural and Interior Design Works:

- Centrio @ Pantai Hillpark, KL: *3 Blocks of mixed commercial development that consists retail, offices and SOHO units.*
- The Residences at the Ritz-Carlton, KL: *1 Block of 38-storey luxury serviced apartments, with 4-storey of podium for commercial purposes and spa/pool facilities, adjacent to the existing Ritz-Carlton Hotel, KL.*
- Starhill Gallery, KL: *Refurbishment of common shopping mall entities such as circulation areas, lobbies, restrooms, carpark, shopfronts, main entrance, signage system, servicing areas, common lounges etc.*
- Relocation of Carlton Gourmet to J.W. Marriott Hotel, KL: *Renovation works on the existing Carlton Gourmet, to be relocated to a new location, adapting overall concept and interior appearances and maintaining all the built-in furniture and other re-suable fittings.*
- Andalucia @ Pantai Hillpark, KL: *4 Blocks of 4-7-storey condominium with a total of 216 residential units, a pool and 2 squash court facilities.*
- YTL Priority Club, Lot 10 Shopping Centre, KL: *Proposal of a new privilege member's club with information & redemption area, training and call centre, lifestyle lounge, ticketing counter and other privileges offered by YTL Community Club.*
- YTL 2nd Homes @ Pangkor Laut Resort, Lumut, Perak: *Proposal of 2nd home as an alternative vacation home for the rich and famous people from all over the world.*

5) AHT Design Associates

3 months (March 2002 – June 2002)

Position Title (Level): Architectural Assistant (Internship).
Specialization: Architecture
Role: Design Draftsperson
Industry: Architecture and Built Environment

Work Description: My work scope encompasses the following:

- i. Assist in architectural concept design and development;
- ii. Assist in preparation of presentation materials such as 3D artist impression visuals and preliminary space planning drawings;
- iii. Preparing architectural submission drawings for the submission to local government authorities.

Throughout the period of employment, I participated in part of the stages for projects as listed below: -

Architectural Works:

- Design proposal for a condominium development consisting 5 blocks of 18-storey, totaling 600 residential units, with common condominium facilities;
- Various design proposal for private bungalows and semi-detached houses;
- Design proposal for factories and warehouses;
- Design proposal for 4-storey commercial development.

Educational Background

Graduation Year: 2001

ADVANCED DIPLOMA IN ARCHITECTURAL SCIENCE

Major : Architecture & Built Environment
Institution : Limkokwing Institute of Creative Technology, Malaysia.
Grade : Grade A/1st Class

Skills

(Proficiency: **Advanced** – Highly Experienced; **Intermediate** – Familiar with all the basic functionalities; **Beginner** – Just started using or learning the skill)

Skill	Years	Proficiency
Microsoft Office Suite	> 15	Advanced
Microsoft Office – Excel	> 15	Advanced
Autodesk AutoCAD	> 15	Advanced
Autodesk Revit	> 2	Intermediate
ArchiCAD	> 3	Intermediate
Adobe Photoshop CC	> 15	Advanced
Adobe Illustrator CC	> 5	Intermediate
Autodesk 3DS Max	> 5	Intermediate
Artlantis	> 5	Intermediate
Maxwell Render	> 5	Intermediate
V-Ray	> 2	Intermediate
Sketchup Pro	> 2	Intermediate

Languages

(Proficiency: 0 – Poor; 10 – Excellent; N/A – Not Applicable)

Language	Spoken	Written
English (IELTS Scores of Band 7.0)	9	9
Chinese (Mandarin)	9	0
Chinese (Cantonese)	9	N/A
Bahasa Malaysia	9	9

Personal Particulars

Date of Birth : 09th November 1980
Nationality : MALAYSIAN
Gender : Male
Age : 39 Y/O
Possess Own Transport : Yes
Willing to Travel : Yes
Marital Status : Married without kids

Malaysian Passport No. : A40979349
Visa Type : Permanent Resident
Working Rights : Unlimited
Period of stay : Indefinite

Additional Information

I consider myself as hard-working, resourceful, exhibits willingness to learn, organized and has the ability to work under tight deadline and pressure. I have the leadership qualities, in dealing with my subordinates and is always keen on self-improvement.

Should the Interviewer seeks further information or clarification, I can provide to them a copy of my latest Portfolio, as part of their understanding and visual reference.

References

Name : Eunice Tham Siok Fun (Mdm.)
Relationship : Former Employer
Position : Director
Company : Polymix Plastics Industries (Malaysia) Sdn. Bhd.
Telephone : +6012 295 2511
E-mail : polymixpi@gmail.com

Name : Chong Yee Loon (Mdm.)
Relationship : Former Immediate Superior
Position : Director
Company : Fenestra Malaysia Sdn. Bhd.
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Name : Brian Francis Quirk (Mr.) / Andrew Wong (Mr.)
Relationship : Former Employer
Position : Design Director / Creative Director
Company : Quirk & Associates Sdn. Bhd.
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