
Resume

Personal Particulars

Full Name : Li Ming Hua
Gender : Male
Date of Birth : 01 Jan 1980
Nationality : China
Marital Status : Single
Expected Salary : S\$4000
Contact : 8338 8888
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Education

Period of Study : Jul 2000 – Sep 2004
University : University ABC, Beijing China
Qualification : Bachelor's Degree
Major : Chemical Engineering

Working Experiences

Tips: Use the Reverse Chronology to list the working experience, focus and elaborate the part which is valuable to the employer while briefly describe the non-relevant part.

Period of Service : Jan 2007 – Present
Company Name : Company DEF
Shanghai China
Job Title : Production Engineer
Operation Department

Responsibilities

Tips: List key duties in detail. Remember to start with Verb or Action word like "Plan", "Analyze", "Prepare" etc. Remember to give examples of specific skills or equipments used during work.

- Analyze statistical data and product specifications to determine time standards and establish quality and reliability objectives of finished product.
- Establish, compute, convert and periodically review standard time data of products for all manufacturing process for both Production Line 1 & 2.
- Prepare identified reports and documents important in manufacturing the products; Standard Time and Process Flow Charts and Standard Material and Product Structure Tree for all the products.
- Deliver end-users updated documentation on product standards to ensure applicability and consistency in quality of manufacturing output.
- Plan and establish sequence of operations to fabricate and assemble part or products and promote efficient utilization.
- Review production schedules, engineering specifications, orders and related information to obtain knowledge of manufacturing methods, procedures and activities.
- Formulate operational procedures and designs and develop forms and instructions for recording, evaluating and reporting quality and reliability of data.
- Draft design lay-out and plan utilization of facilities, equipment, materials, and personnel to improve efficiency of operations.
- Analyze work force utilization, facility layout, and operational data, such as production costs, process flow charts, and production schedules to determine efficient utilization of workers and equipment.

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- Recommend methods for improving worker efficiency and reducing waste of materials and utilities, such as restructuring job duties, reorganizing work flow, relocating work stations and equipment, and purchase of equipment.
 - Maintain close operational coordination with its respective sections or subsections under the Production Department to ensure line balancing of operations, impose implementation and maintenance of production efficiency and productivity.
 - Plan, organize and control production line of production operation in order to attain pre-determined production targets, maintain adherence to schedule, monitor activities of production process flow and proper documentation of its procedure, and maintain standards of quality of products and services as defined by the next process or end user at its lowest possible cost.

Period of Service : Sep 2005 – Dec 2007

Company Name : Company ABC
Beijing, China

Job Title : Asst Engineer
Process Control

Responsibilities:

- Maintain production line balancing and make progress report to superior.
- Analyze work force utilization, facility layout, and operational data, such as production costs, process flow charts, and production schedules to determine efficient utilization of workers and equipment.
- Task to supervise and instruct operator(s) on the line on manufacturing work instruction, procedural machine set-up.
- Adhere and strict observance to ISO standards on safety and cascade such practice to partners down the production line.
- Formulate operational procedures and designs and develop forms and instructions for recording, evaluating and reporting quality and reliability of data.

Skills & Qualifications Summary

Tips: Summarize technical skills, computer skills, language ability, personality etc.

- Fundamental Semiconductor production flow and process knowledge
- General purchasing and supply chain management knowledge
- Familiar with Deposition and Etch processes
- Specialized knowledge in Tungsten Etch and Deposition tools and processes
- General electronics device troubleshooting
- Microsoft Office (Word, Excel, PowerPoint) with effective presentation skills
- Programming: C, C++, MatLab, LabView Assembly and VHDL
- AutoCAD
- Pro-active in managing and driving improvements
- Team player with ability to work well with other cross-functional team members
- Independent, self-motivated and able to multi-task

Interests

Digital Photography, Singing, Reading