


Date of Report:		Tertiary Education						Professional Qualification / Competency Skills										Training / Workshop / Seminar Already Attended										Ability to perform current role & responsibility (To be filled by Office Administrator based on feedback from managers in-charge or head of department)	Remarks
No.	Name	Appointment	MCE / SPM	HSC / STPM	CERTIFICATE OF ATTENDANCE	DIPLOMA	ADVANCE DIPLOMA	DEGREE	MASTERS	PROFESSIONAL ENGINEER	CHARGE MAN	WIREMAN	ENTREPRENEURSHIP	INDUSTRIAL ELECTRONICS	UPHOLDING & DESIGN	MECHANICAL	SAFETY & HEALTH	INDUSTRIAL DESIGN	ACCOUNTING	ISO9001:2015 BRIEFING	Charts Electrical Solutions & Technical Seminar 2022	Application of Employment Act	Handling of Full Set Account	SOL Accounting System	Getting Ready For E-invoicing				
1	Oon Chong Huat	Managing Director	✓			✓				✓											✓	✓						Good MD	
2	Ho Chan Hoong	Operation Manager	✓			✓	✓			✓		✓									✓	✓						Very patient & initiative, need to improve in job planning & Leadership	
3	Noor Adibah Bt Abdul Rahman	Draughtswoman	✓			✓												✓			✓						Improve job knowledge on 2D/3D autocad. Take note on Punctuality		
4	Yee Yap Kuang	Project Executive	✓																		✓	✓					Good in project implementation, teamplayer need to improve on project costing & contract documentation		
5	Mohammad Azizi Aswad	Project Engineer	✓					✓		✓																	Strong in technical, work independence, initiative, complete assignment on time, need to improve on project costing & management		
6	Tan May Tin	HR & Purchasing Executive	✓	✓		✓															✓	✓	✓	✓			Fast learning, able to cooperate with all staff and workers, willing to accept new work enforcement		
7	Ong Li Sin	Accounts Executive	✓					✓											✓		✓	✓	✓				Initiative and independence, fast learner & willing to adopt new job requirement		
8	Liyu Sic Cai	Admin & Purchasing Assistant	✓																								Able to follow up work, willing to learn new job requirement. Fast learner		

Prepared by:  
Signature:   
Name: Tan May Tin  
Appointment: HR Executive  
Date:

Checked by:  
Signature:  
Name: Philip Yong  
Appointment: ISO Manager  
Date:

Approved by:  
Signature:   
Name: Oon Chong Huat  
Appointment: MD  
Date:

Recorded by:  
Signature:   
Name: Tan May Tin  
Appointment: HR Executive  
Date: