

TONY CHAN

SUMMARY Fully committed and decisive professional in engineering possessing the required insights, strength and organisational skills for site plans and procedures. With 3+ years of experience in leading new projects with resource preparation and allocations.

EXPERIENCE **Assistant Project Manager, KAL Engineering Limited**

Jun 2011 - Present

- Led a team of 10 to work with external consultants throughout the process of tender procurements for 3 mega overseas projects
- Provided technical expertise to customers and actively participated in process engineering and automated equipment design
- Liaised with government authorities and expert panels to understand the design and construction practice and statutory requirements
- Coordinated with 15+ subcontractors in preparing master plans, design briefs and financial budgets, and obtaining all necessary permits and approvals
- Assisted in the curtain wall design development and construction progress; avoided and mitigated any potential project risks in all aspects
- Evaluated the cost of the program by analysing the production flow as well as calculating the production capacity and yield

ACHIEVEMENTS

- Led 5 cross-functional projects to deliver new custom and catalogue products to the biotech research market
- Successfully developed technology transfer program for internal and external analytical and process tech transfer, reducing repeated work

EDUCATION **City University of Hong Kong, 2008-2011**

Bachelor of Science (Honours) in Architectural Studies

SKILLS

Microsoft Office (Word, PowerPoint, Excel & Access), AutoCAD, 3Ds MAX

LANGUAGES

Cantonese (Native) | English (Proficient) | Mandarin (Proficient)

AVAILABILITY

One month's notice
