

MALCOLM TAN

Education

Nanyang Academy of Fine Art, Singapore

Diploma in Interior Design

Singaporean

Experience

General Manager_Radius Vietnam Company Ltd (Vietnam Office of Radius Group)

Responsibility

- To spearhead on the establishment of Vietnam Office
- To Business Develop the Interior, Experiential, Museum, Exhibition and Thematic Projects
- To ensure profitability of Vietnam Office
- To seek and maintain new and existing clients in all matters pertaining to projects
- To fully operate the office Administrative matters
- To fully overseas Accounts Department
- To lead the QS Team in Tendering Process
- To work hand-in-hand with Design Manager and designers to generate working and detail drawings
- To generate with the Project Team master schedule
- To monitor production
- To input costing and bill of quantity
- To manage the project on-site
- To submit and comply with contractual obligation
- To co-ordinate with Structure, M&E consultants or government bodies
- To co-ordinate with accounts department for invoicing and budget control
- To submit project and site reports
- To execute project smoothly from design phase till handover
- To generate completed project report

Project Completed

- Creative Lead/Project Director – Vingroup Theme Park, Vietnam
- Creative Lead/Project Director – Sun Group Theme Park, Vietnam
- MyWay Coffee Chain, Hanoi
- Wu Fu Ju Chinese Restaurant Chain

Experience

- QNEPEC Exhibition Hall
- QNEPEC Associated Projects
- Goldmark City Residential
- GoldSilk Residential
- Gold Season Residential
- Exhibition Projects
- Residential Projects
- Creative Lead/Project Director – Son Tien Theme Park, Vietnam
- Xin Xin Restaurant, Phnom Penh Cambodia
- Façade Works, Yangon Myanmar
- Creative Lead/ Project Director – BUTI Water Park, Ulaan Baatar Mongolia

Assistant General Manager_Radius Design and Construction Pte Ltd

Responsibility

- To Business Develop the Interior, Experiential, Museum and Thematic Projects
- To seek and maintain new and existing clients in all matters pertaining to projects
- To lead the QS Team in Tendering Process
- To work hand-in-hand with designers to generate working and detail drawings
- To generate master schedule
- To monitor production
- To input costing and bill of quantity
- To manage the project on-site
- To submit and comply with contractual obligation
- To co-ordinate with Structure, M&E consultants or government bodies
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Project Completed

- Project Director – Rio Carnival Theme Park, Qingdao China
- Project Director – Vingroup Theme Park, Vietnam
- Project Director – Myanmar Aquarium
- Project Director – Monetory Authority of Singapore; MAS Gallery
- Project Director – Universal Studios Singapore; Minion Store
- Project Director – Snowcity Singapore
- Project Director – MRT Matter Station
- Assistant Project Director – 28th SEA Games, Support Setup

Experience

Senior Project Manager_Freelancer

Responsibility

- To lead the QS team on tendering phase
- To work hand-in-hand with designers to generate working and detail drawings
- To generate master schedule
- To monitor production
- To input costing and bill of quantity
- To manage the project on-site
- To submit and comply with contractual obligation
- To co-ordinate with Structure, M&E consultants or government bodies
- To co-ordinate with accounts department for invoicing and budget control
- To submit project and site reports
- To execute project smoothly from design phase till handover
- To generate completed project report

Project Completed

- Singapore General Hospital – Temporary Flu Screening at MaCalister Road

Regional Project Manager_Franchise West to East Pte Ltd (Anytime Fitness Asia)

Responsibility

- To localized Design Manual for different Region/Country
- To ensure all new fitout to comply to Design and Finishes requirement
- To co-ordinate requirements from building management or landlord on renovation requirements
- To co-ordinate design specification for foreign Architect to Design as per Anytime Fitness requirements
- To ascertain and recommend potential vendor for different Region/Country
- To select, recommend and appoint fitout vendor
- To monitor and assure project runs smoothly during construction phase
- To ensure quality and professionalism throughout the fitout phase
- To get approval for design and final approval before opening
- To consolidate and assume responsibilities for all statutory submission iis achieved
- To report to COO on the progress and update of all Regional Project Ststus
- To upload, archive and close project
- To ensure the maintenance of all Clubs locally

Project involved

- Valley Point, Singapore
- Yo'HA Jurong, Singapore
- Bedok Interchange, Singapore
- NEX, Singapore
- West Coast Avenue, Singapore

Experience

- Puchong, Kuala Lumpur, Malaysia
- Pioneer, Manila, Philippines
- Jazz, Manila, Philippines
- Avery, Kowloon, Hong Kong
- Minhang, Shanghai, People's Republic of China

Senior Manager, Sale and Project_Cityneon Creations Pte Ltd

Responsibility

- To contact and engage potential projects
- To present corporate and project profile to potential project stakeholders
- To engage the client to tender stage
- To head and lead in the tender process
- To engage the stake holder of the project
- To formulate project execution
- To form key team members for the project
- To solve any design and on-site issues during construction phase
- To ensure project adhere and comply to all government statutory boards
- To ensure project complete both in timeline, quality and budget
- To ensure project close-out and handover

Project Involved

- Universal Studios Singapore – Attraction 24
- Kidzania Manila
- Kidzania Singapore
- Disneyland Shanghai – Graphics Package

Project Manager_Resorts World at Sentosa Pte Ltd (Attractions, Projects Department)

Responsibility

- To collate and co-ordinate with all stake holders on the requirements of the project
- To select and recommend project consultants
- To discuss and work closely including design with the project's Art Director/s
- To formulate, plan and issue to tenderers during the tender phase
- To generate tender documents and drawings
- To invite potential contractors to tender the project
- To answer tender queries and select the appointed vendor
- To monitor the project from inception to completion
- To solve any design and on-site issues during construction phase
- To ensure project adhere and comply to all government statutory boards
- To ensure project complete both in time and quality
- To take over from vendor and handover to company stake holders

Experience

Completed Project

- Universal Studios Singapore Singapore / Transformer Supply Vault Exit Retail : Budget - S$900,000.00
- Universal Studios Singapore Singapore / Transformer Starbot Café : Budget - S$2,300,000.00
- Universal Studios Singapore Singapore / Universal Parade Back of House : Budget - S$1,700,000.00
- Universal Studios Singapore Singapore / Parade & Parade Route : Budget – S$10,400,000.00
- Universal Studios Singapore Singapore / Sesame Street Show and Ride : Budget - S$27,000,000.00
- Universal Studios Singapore Singapore / Big Bird Emporium : Budget - S$760,000.00
- Marine Life Park Singapore
- Shark Tank Experience : Budget - S$200,000.00
- Marine Life Park - Upgrading Works Singapore
- Universal Studios Singapore - Upgrading Works Singapore

Project Manager_Cityneon Holdings (Cityneon Creations Pte Ltd/Themewerks Pte Ltd)

Responsibility

- To attend meeting with potential clients and collect design specifications and site measurements
- To execute and involved in the design aspects with the designers
- To work hand-in-hand with designers to generate working and detail drawings
- To generate master schedule
- To monitor production both locally and overseas
- To input costing and bill of quantity
- To prepare and present proposed design and budgeting to potential clients
- To co-ordinate with Structure, M&E consultants or government bodies
- To co-ordinate with accounts department for invoicing and budget control
- To submit project and site reports
- To execute project smoothly from design phase till handover
- To generate completed project report

Completed Project

- Capitaland Showflat
- Resorts World at Sentosa – Universal Studios Singapore
- Egypt and Lost World Land
- Cityneon Corporate Office
- High Commission of India
- Trust Company(Singapore) Limited
- Kensington Park
- Disneyland Hong Kong Extension
- Food and Hotel Asia – Exhibition 2010
- Audio House Marketing Pte Ltd 2008
- Union of Telecom Singapore 2008
- Chengdu Oceanarium – Design 2008
- Osage Gallery 2008

Experience

- Philips Singapore 2008
- Health Promotion Board – Moving Exhibition 2008
- High Commission of India 2006 - 2010
- MJ Multimedia 2007
- Courts Tampines, Box Bistro 2007
- Asian Games 2006, Games Shows
- Cityscape - Exhibition 2006
- Motorola Siam Paragon 2006

Project Manager_Ho Bee Renovation Pte Ltd

Responsibility

- To attend meeting and collect design specifications and site measurements
- To generate conceptual layout plan and perspective drawings to clients before commencement of work
- To co-ordinate with in-house carpenter and sub-contractors to furnish bill of quantity
- To operate the day-to-day running of the in-house factory
- To generate work schedule
- To input costing and bill of quantity
- To generate invoice and collect project sum
- To execute project smoothly from start to finish
- To generate completed project report and pictures archive.

Completed Project

- High Commission of India – Office and Residence
- MJ Multimedia – 3 outlets
- Fernvale – Residential (6 units)
- Bishan Loft (2 units)
- Sengkang - Residential (4 units) etc.

Project Manager_Virgin Design and Construction

Responsibility

- To attend meeting and collect design specifications and site measurements
- To generate layout plan and perspective drawings to discuss with clients
- To co-ordinate sub-contractors to furnish bill of quantity
- To generate work schedule
- To input costing and bill of quantity
- To generate invoice and collect project sum
- To execute project smoothly from start to finish

Experience

Design Manager_Bethnal Construction Pte Ltd

Responsibility

- To assist MD during site meeting
- To attend meeting and collect design specifications and site measurements
- To generate layout plan and perspective drawings to discuss with clients
- To co-ordinate with in-house construction workers and sub-contractors to furnish bill of quantity
- To generate work schedule
- To input costing and bill of quantity
- To generate invoice and collect project sum
- To execute project smoothly from start to finish

Design Manager_Verbume Design Pte Ltd

Responsibility

- To oversee the day to day running of the design and Site departments
- To ensure standard and adhere to design specification
- To ensure timely and maintain quality finishes for all projects
- To attend to any meeting related to design and site matters
- To generate budget and quotation for all aspects of the project

Design Manager_Design Defranco Pte Ltd

Responsibility

- To oversee the day to day running of the design department
- To ensure standard and adhere to design specification
- To ensure timely and maintain quality finishes for all projects
- To attend to any meeting related to design matters
- To generate budget and quotation for all aspects of the project