



**2025**

# **BUSINESS PROFILE**



**POON SHINE ENTERPRISE** 002422592-T



Lot 2.140 1st Floor Wisma Central, Jalan Ampang,  
50450 Kuala Lumpur.

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*Ms. Poon Kuan  
Thai*

*Mr. Harul*

*Directors*

## ABOUT US

**POON SHINE ENTERPRISE** was established in 2015 to offer professional & efficient cleaning services for all types of cleaning. The key to our Success is our commitment to continuously improve on service quality to maximize customer satisfaction.

**POON SHINE ENTERPRISE** the company you can entrust with your cleaning requirements. We have experienced staff and affordable prices.

We monitor our staff and work performance closely to ensure our clients satisfaction. It must be said that careful planning, close supervision, well trained personnel, proper equipment, efficient cleaning, tight procedures, positive self esteem among our employees and consistent efficiency improvement are the vital keys to our customers satisfaction. Our specification can be tailored to individual needs. All of our contract are under direct supervision of our supervisors.





## *OUR MISSION*

# VISION & MISSION

### VISION

**POON SHINE ENTERPRISE** the first one-stop centre that provides every solution to any clients needs as well.

### MISSION

To provide excellent and efficient services to our valued clients beyond their expectations with teamwork, commitment and dedication, we are confident we can give excellent service to all our client at all times. This shall be our professional and efficient cleaning surrounding for a better living and working environment.





# CORE VALUES

## **Customer Satisfaction**

We prioritize our clients' needs and aim to exceed their expectations through personalized service and attention to detail.

## **Professionalism**

Our highly trained staff exemplifies professionalism in every aspect of our work, ensuring reliability and trustworthiness.

## **Eco-Friendly Practices**

We are committed to sustainable cleaning practices that protect our environment and promote health and wellness.

## **Quality Excellence**

We uphold the highest standards of quality in our services, continuously seeking improvements and innovative solutions.



*CORE VALUES*



## WHY CHOOSE US ?

### ✓ **EXPERT**

Our team consists of skilled professionals trained in the latest cleaning techniques and safety standards.

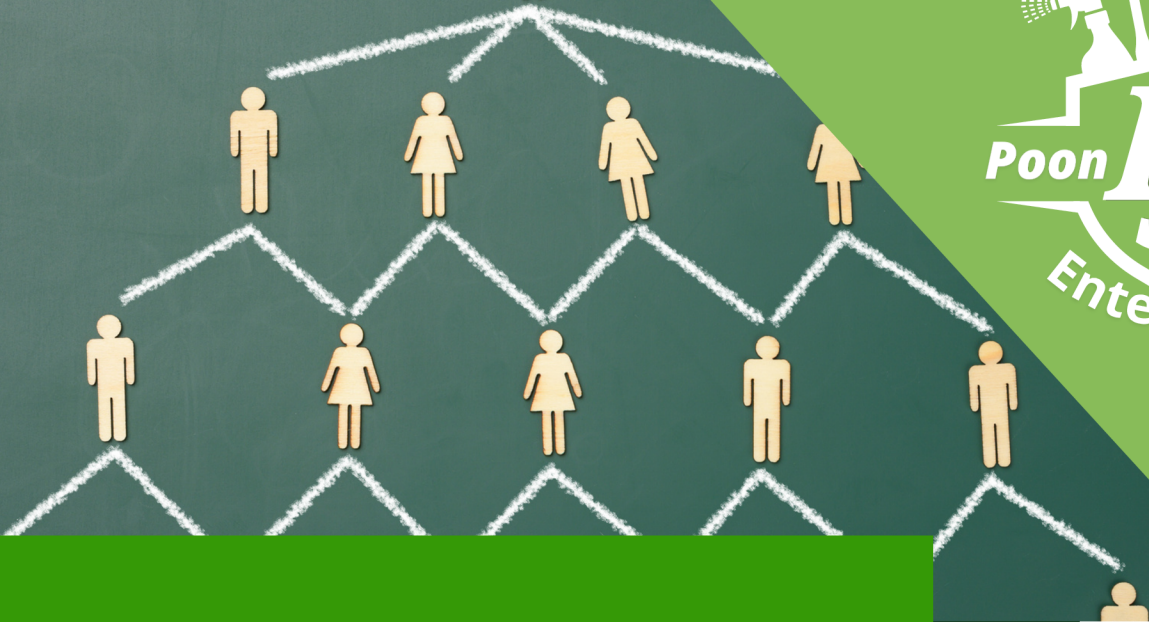
### ✓ **RELIABILITY**

We understand the importance of maintaining a clean and safe environment for your business, and we are committed to working around your schedule.

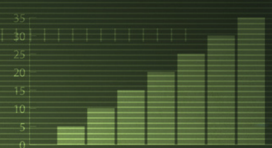
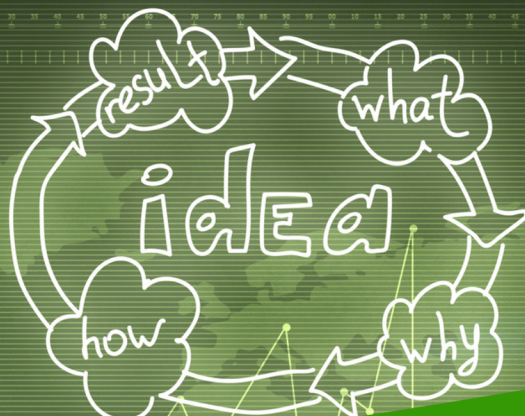
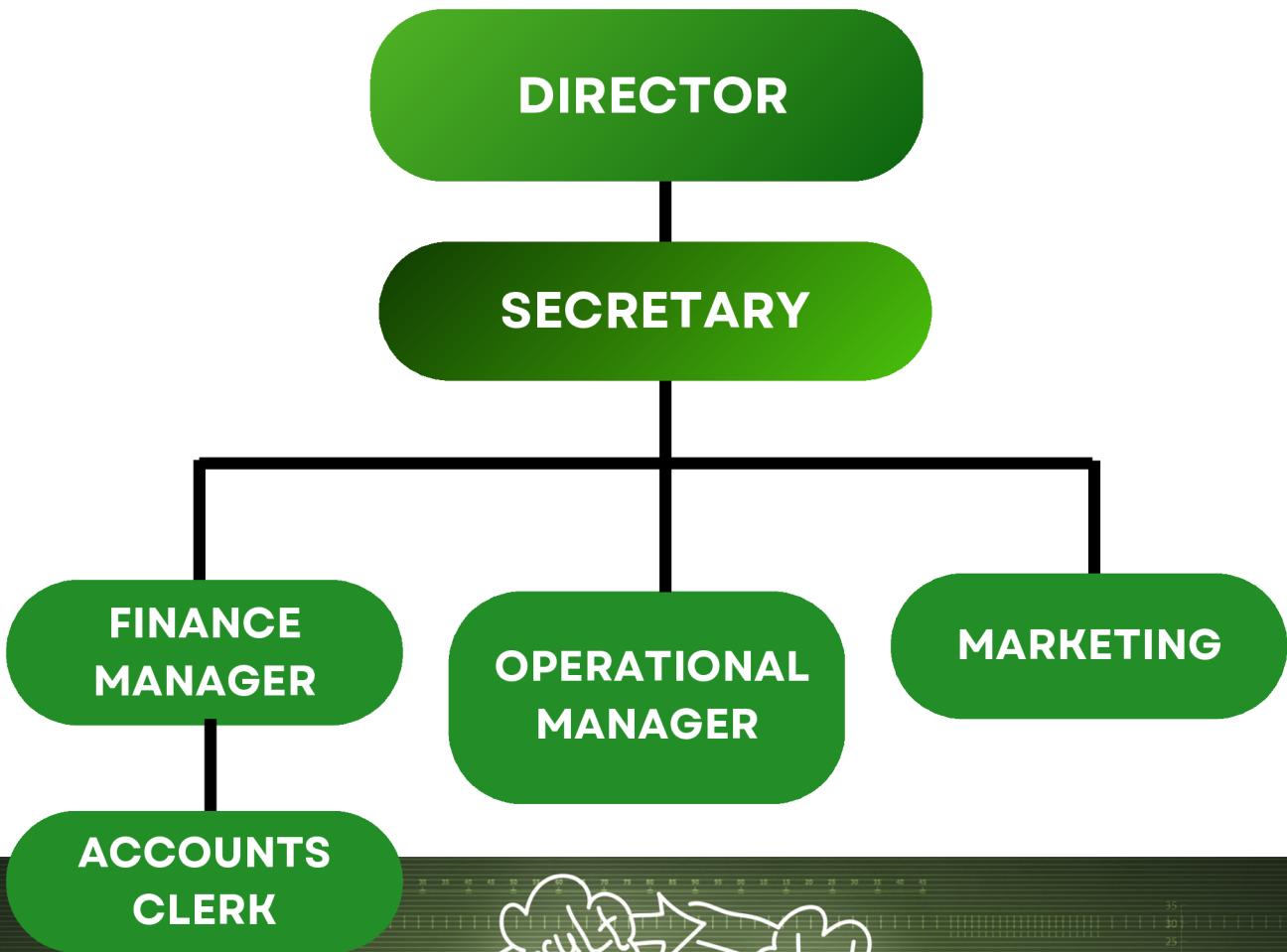
### ✓ **ECO-CONSCIOUS**

We utilize environmentally friendly cleaning products and methods to ensure a safe space for both our clients and the planet.





# ORGANIZATIONAL CHART





## SERVICES OFFERED

Need a **SOLUTION** for your cleaning services ?

### RESIDENTIAL CLEANING

#### DEEP CLEANING

We at **POON SHINE ENTERPRISE** deep cleaning services ensure every corner of your space is meticulously cleaned and sanitized.

- ✓ Comprehensive cleaning for hard-to-reach areas
- ✓ Affordable price for deep cleaning
- ✓ Advanced cleaning tools
- ✓ Trained cleaners for deep cleaning





## RESIDENTIAL CLEANING

### MOVE-IN/MOVE-OUT CLEANING

Moving in or out? **POON SHINE ENTERPRISE** is here to help! Our move-in/move-out cleaning services ensure a spotless transition.

- ✓ Trained Cleaners
- ✓ Specialized in moving related cleaning
- ✓ Advanced cleaning tools
- ✓ Affordable price and packages



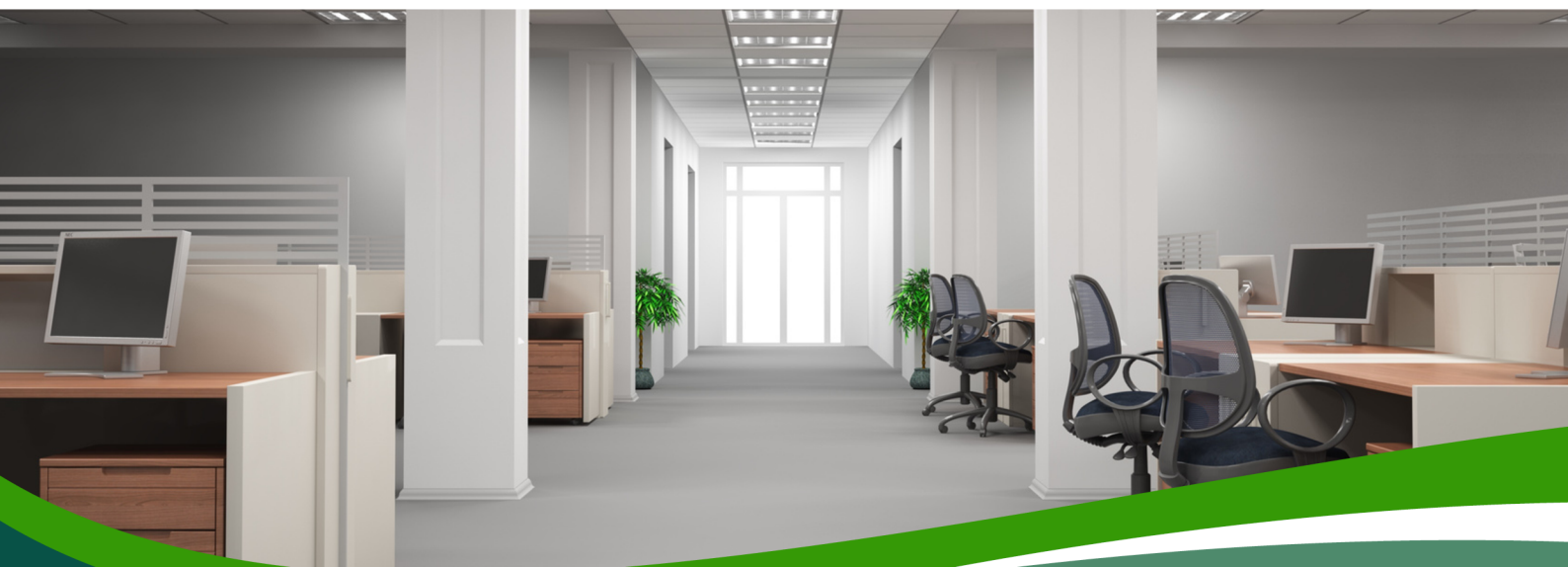


## COMMERCIAL CLEANING

### OFFICE CLEANING

At **POON SHINE ENTERPRISE**, we specialize in providing top-tier office cleaning services throughout Klang Valley. Our team, made up of vetted and highly trained cleaners, ensures reliability and professionalism in every job we undertake.

If you're looking to maintain a clean and professional office environment, We are your go-to partner.





## COMMERCIAL CLEANING

### OFFICE TEA LADY SERVICES

At **POON SHINE ENTERPRISE**, our Tea Lady are responsible to prepare and serve drinks to all staff (local and expatriate) and for meetings/functions, as requested.

- ✓ To prepare and serve drinks to all staff (local and expatriate) and for meetins/functions, as requested.
- ✓ To ensure tidiness and cleanliness of meeting rooms, pantries and pantry appliances at all times.
- ✓ To ensure beverage items stored in containers are stored hygeinically and that containers are refilled as necessary.





## COMMERCIAL CLEANING

### GARDENER SERVICES

If you are searching for a competent and reliable gardener to maintain your company garden. Our Gardeners will be responsible for all general maintenance tasks related to the garden including planting new trees, servicing garden machinery, conducting regular pruning and advising management of cost-effective methods.

- ✓ Maintain and grow the garden to ensure it meets specific requirements and expectations.
- ✓ Perform basic maintenance such as cutting the grass, emptying bins, managing weed control and leaf raking.
- ✓ Maintain a clean garden by clearing rubbish and litter from the garden and grounds.





## **COMMERCIAL CLEANING**

### **RETAIL SPACE MAINTENANCE**

We demand professional cleaning so we use only the high quality cleaning equipment so the cleaning and make virus free service will be long lasting .We deliver our work in correct time at quick speed.

We regularly arrange schedules for cleaning and contracts to provide your retail stores or shops with best and high standards.





## COMMERCIAL CLEANING

### POST CONSTRUCTION CLEANING

Just when you think you're done with the renovation, there's still a lot to do. It's true that the renovated area may look clean, but the rest of the house has suffered. Therefore, you need to do a deep cleaning to get rid of all the construction dust, debris, and fumes.

It will take a lot of time and effort to get the house in order after renovation. Reach **POON SHINE ENTERPRISE** for a better deep cleaning.





## **SPECIALIZED CLEANING**

### **CARPET & UPHOLSTERY CLEANING**

We offer carpet cleaning service within Klang Valley especially. If your carpet has been used for a while, there might be stubborn stains or dirt that are difficult to clean and remove. Especially if the carpet is light in colour, it might seem dirty or the colour has become dull after using for some time. Our carpet cleaning service is the perfect solution for your carpets.

reduce your burden and give us a call! We will clean your carpets for you at pretty reasonable prices not just at your commercial spots but even at your homes. Clean, dry and fresh-looking, that is how we will transform your carpet for you to use it again recklessly.





## **SPECIALIZED CLEANING**

### **FLOOR POLISHING & RESTORATION**

Whatever type of flooring you have, our floor cleaning experts have you covered. We can handle any size of building

- ✓ Remove scratches from your floor
- ✓ Improve overall appearances of your place
- ✓ Saving from floor repair and replacement
- ✓ Restore the colour of the floor and
- ✓ Shine and mirror finishing on floor





# PORTFOLIOS



**BANGUNAN PUBLIC BANK**



**PUBLIC BANK BERHAD  
JLN HANG LEKIU**



**WISMA PUBLIC BANK**



**PUBLIC BANK BERHAD  
JLN BINTANG WALK**

# Portfolio



**PUBLIC BANK BERHAD  
JLN GENTING KELANG, SETAPAK**



**PUBLIC BANK BERHAD  
STARPARC POINT, SETAPAK**



**PUBLIC BANK BERHAD  
GOMBAK**



**PUBLIC BANK BERHAD  
MANJALERA**



**PUBLIC BANK BERHAD  
JINJANG**



**PUBLIC BANK BERHAD  
USJ**





## OUR WORK

Since our founding in the 80s, we've executed a lot of projects. Here are some of our favorite ones created for the people we're proud to partner with:



WORK



**PUBLIC MUTUAL BERHAD  
MENARA PUBLIC BANK 2, RAJA  
CHULAN**



**PUBLIC MUTUAL BERHAD  
BANGSAR**



**PUBLIC MUTUAL BERHAD  
1 UTAMA**



**PUBLIC MUTUAL BERHAD  
DAMANSARA PERDANA**



**PUBLIC MUTUAL BERHAD  
PUCHONG**



**PUBLIC MUTUAL BERHAD  
SHAH ALAM**



**PUBLIC MUTUAL BERHAD  
KLANG**



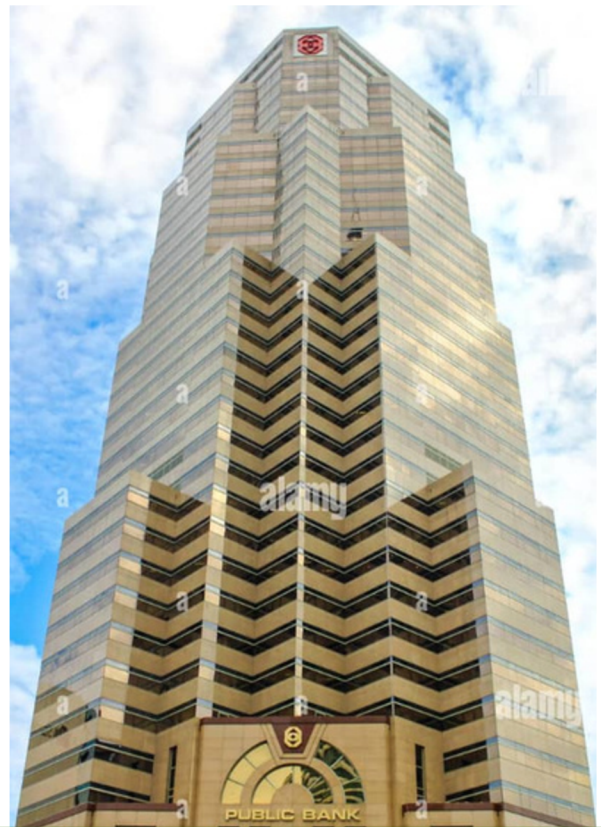
**PLAZA IDMAN  
GOMBAK**



# PORTFOLIO



**BANGUNAN PUBLIC  
BANK**



**MENARA PUBLIC  
BANK**



# Portfolio



**PUBLIC BANK  
TOWER**



**PUBLIC BANK IT & TRAINING  
CENTER**



Employment  
Assistance  
Program

## TRAINING PROGRAMMES

**Our cleaning employees are trained in the relevant aspects of cleaning duties required of them.**

**This come in 4 stages:**

### **INDUCTION TRAINING**

Health and Safety talk explaining the potential hazards of cleaning equipment and materials and an explanation of how these hazards can be found during each procedure. In addition, we undertake a demonstration of personal protective clothing. All our cleaning equipment is color coded and employees are trained accordingly. Basic electrical equipment, such as vacuum cleaner is made familiar to cleaners with explanations on basic safety awareness and maintenance. Finally, we go through the key issues which may arise in a cleaning environment which will help a cleaner to understand the procedures in the event of abnormal occurrences.





## **ON-SITE TRAINING**

This occurs in all our cleaning services with cleaning contracts. This work is heavily supervised and acts to ensure that a member of employees learns our special method of work. This is a system where work is checked once it is carried out to ensure all aspects of the cleaning specification are undertaken. It also helps us to distinguish the members of employees who are prepared to take a pride in the company and their work. Only members of employees who understand and act upon what is expected of them can continue to work with us.





## **SPECIFIC SITE TRAINING**

This will include all aspects of a specific site. We recognize that every site is different and requires areas of particular attention. The member of employees is also trained with regard to the health and safety implications of a specific site as well as the security procedures of that particular site.





## **ONGOING TRAINING**

This keep employees up to date with any changes in materials of cleaning techniques used. All relevant changes will be introduced throughout the company and managers and site supervisors then carry out training





# CORPORATE DETAILS

Directors

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