**Mr. Gerk Beng Kai.**

**Singaporean.**

**28years old.**

**Employment Details**

## New Golden Sea Shipping Pte Ltd

## Appointment Held: Accounts Executive

**Employment Period:** July 2015 to Present

## Responsibilities

1. Management of Accounts Receivables & Payables from SAP System
2. Ensure Account Receivables & Accounts Payables are timely
3. Auditing of invoices and monthly statement of accounts
4. Prepare Fund applications from Headquarter for payments
5. Assist in month-end closing & Audit confirmations
6. Issue tax invoices and payment notices

## Infinops Pte Ltd

## Appointment Held: Admin Assistant

## Employment Period: May 2014 to September 2014

## Responsibilities

1. Inventory and store management
2. Market Research of industrial LED lights

**Reason for leaving:** Contract ended

## Practo Technologies Pte Ltd

## Appointment Held: Market Research Intern

## Employment Period: February 2014 to March 2014

## Responsibilities

1. Conduct phone verifications and marketing of healthcare software with all GP Clinics, TCM and Dental Clinics

**Reason for leaving:** Contract ended

## Hitachi Elevator Asia

## Appointment Held: Sourcing and Sub-contracting Assistant

## Employment Period: October 2012 to December 2012

## Responsibilities

1. Checking and closing of purchase orders using Oracle
2. Dispatch and checking of invoices

**Reason for leaving:** Contract ended

## Neptune Orient Lines

## Appointment Held: Shipping Operations Intern

## Employment Period: March 2008 to September 2008

## Responsibilities

1. Equipment management
2. Sales report generation
3. Updating of ship’s schedules
4. Ship planning

**Reason for leaving:** Contract ended

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# Education

# SIM Global Education, Royal Melbourne Institute of Technology (RMIT)

1. Bachelor of Business Management, 2014

# Singapore Maritiime Academy, Singapore Polytechnic

1. Diploma in Maritime Transportation Management, 2010

# Woodgrove Secondary School

1. General Certificate of Education, Ordinary Level, 2006

# Other Skills

1. Knowledge in MS Excel
2. Knowledge of SAP
3. Languages: English (Written and Spoken); Mandarin (Spoken)

# Current Salary

1. $2950 /month

# Expected Salary

1. $2950 /month

# Personal Details

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| --- |
| 1. Marital Status : Single 2. Race : Chinese 3. HP Number : 9388 2606 4. Address : Woodlands Drive 14 |
|  |

# Character Referee

1. Mr Teo Woon Hun, Lecturer & Past Employer

Co-Founder, Infinops Pte Ltd

[whteo@infinops.com.sg](mailto:whteo@infinops.com.sg) / 9820 9202

# Notice of Period

1. 1 month notice