

# INSYIRA KHAIRAH BINTE KELANA

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EDUCATION	
Apr 2023 – Current (Graduating in May 2026)	<b>Diploma in International Trade &amp; Logistics, Temasek Polytechnic</b> <b>Completed modules in:</b> Supply Chain Management, Procurement Management, Data Analytics, Business Statistics, Marketing Management
Apr 2021 – May 2023	<b>Higher NITEC in International Logistics, Institute of Technical Education</b> <b>Completed modules in:</b> Freight Forwarding, Transport Logistics, Material Handling Equipment, Warehouse and Distribution, Digital Commerce and Marketing, Customer Relationship Management
Jan 2016 – Dec 2020	<b>GCE 'Normal (Academic)' and 'Ordinary' Level Certificate, CHIJ Secondary School (Toa Payoh)</b> Achieved B3 in Malay Language Achieved Grade 3 in English Language Achieved Grade 3 in Principles of Accounts

SKILLS	
Technical/Domain Skills	<ul style="list-style-type: none"><li>• Highly skilled in WMS / SAP system</li><li>• Possess a forklift license</li><li>• Proficient in all Microsoft Office Programme such as Powerpoint, Power Bi, Word, and Excel</li></ul>
Generic Skills	<ul style="list-style-type: none"><li>• A reliable and disciplined individual</li><li>• A good team player who is adaptable when working with various team</li><li>• Pleasant and friendly disposition with good communication and strong interpersonal skills</li><li>• Takes initiative to undertake tasks in the best possible way</li><li>• Meticulous with data and possesses good analytical skills</li><li>• Fluent in English and Malay, both written and spoken</li></ul>

WORK EXPERIENCE	
Oct 2022 – Feb 2023 (Internship)	<b>Warehouse Assistant</b> <b>Bok Seng Logistics Pte Ltd</b> Key responsibilities: <ul style="list-style-type: none"><li>• Assisted in picking and packing of outgoing items</li><li>• Putaway incoming cargoes efficiently with forklifts</li><li>• Checking on the quality and quantity of cargoes for receiving and releasing of goods</li><li>• Communicating with clients via email</li><li>• Using WMS for export / import jobs</li><li>• Handling any other related ad-hoc assignments as and when required</li></ul>

**AWARDS/ACHIEVEMENTS**

2023	<ul style="list-style-type: none"><li>• Edusave Certificate of Academic Achievement</li></ul>
2022	<ul style="list-style-type: none"><li>• Semi-finalist of the Supply Chain Challenge++ (Organised by Singapore Logistics Association)</li><li>• Edusave Award for Achievement, Good Leadership and Service (EAGLES)</li></ul>
2021	<ul style="list-style-type: none"><li>• Finalist of the Digitalisation Challenge (Data Analytics Category)</li></ul>

**REFERENCE**

Mr Umesh  
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