David Raja

Operations Executive – Web Developer – Data Analyst

Phone Number : +6587392795

Email: Davidraja777@hotmail.com

Location: Singapore, Tuas

Education

Diploma in Procurement and Supply Management, 2022- currently on-going-*Singapore Institute of Purchasing and Materials Management)*

Certificate in Logistics and Supply Chain Operations, 2021-*Singapore Institute of Materials Management*)

Certifications

Azure-*Microsoft (2022)*

Excel-*Microsoft, Inspizone, Linkedin (2022)*

Data-Analysis-*Microsoft (2022)*

HTML Essential Training-*Linkedin (2022)*

Forklift 2.5tons

Click QR Code below to Open Link

Professional Experience

Logistics Officer
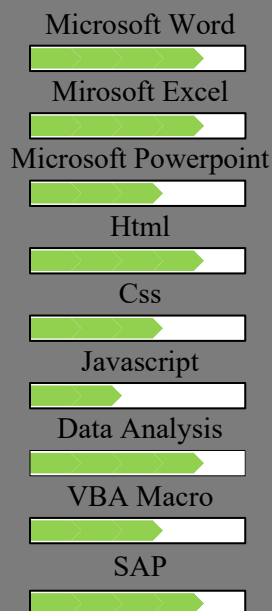*Kerry Logistics Pte Ltd (2016-2018) (SGD$2,040)-Tampines*

- Schedule and coordinate forwarders via sea and air.
- Preparing Delivery order and Commercial Invoice.
- Trained 1 administrative assistants during a period of company expansion to ensure attention to detail and adherence to company accuracy
- Processing Purchase Order for Goods receipt and sending commercial Invoice to customers.
- Maintaining Accurate Stock movement using WMS, SAP ERP and MS5.
- Create barcodes, code 128, 39, QR for daily warehousing uses via Exceland Create daily picking report and convert it to picking label via excel (VLOOKUP)
- Attending to Urgent emails from production team to fulfill orders withinspecified time.
- Filling of Goods receipt documents, delivery orders, invoice accordingly.
- Arrange for Stock count(yearly) and cycle count (weekly and monthly) viaSAP.
- Managing 5 Logistics assistant in completing daily tasks.
- Investigating discrepancies in stock and handling scrap as per Experienced in handling precision electronic spare parts and ESD Sensitive parts.
- Loading and unloading of Goods using Forklift.

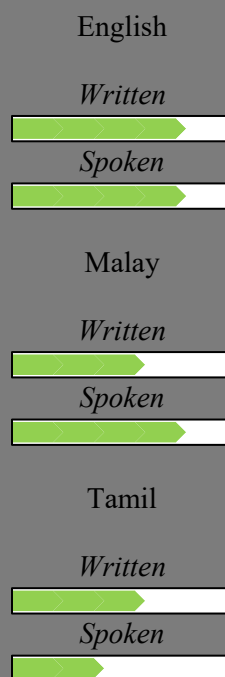**Senior Logistics Assistant**
TVS Supply Chain Solutions (2018-2021) (SGD$1960)-Tuas

- Handling Automated Storage and Retrieval System (ASRS) conveyor Viastore system, troubleshooting crane errors, mismatched trays, runtime errors.
- Creating Safety, equipment, crane and MHE checklists and filing themaccordingly from all Sections Inbound, Picking and Packing.
- Handling Preservation of Spare Parts, by Replacing VCI (Volatile Corrosion Inhibitors).
- Handling Picking and Put away movement Via SAP and Viastore.
- Handling emails from Customers regarding parts discrepancy anddamages.
- Making sure Safety in warehouse is always followed by all personnel while performing their duties.
- Ensuring FIFO and LIFO is followed, implementing various binningsystems to improve logistics operations.

Customer Service Assistant

Sankyu PTE LTD (2021-2022) (SGD$2160)-Tuas

- Creating Export Schedule, managing daily movement of containers for export.
- Creating DO and Invoice for Air shipments.
- Accessing Portnet to Update Vessel arrival timing and container Gate in status.
- Processing Incoming and Picking via WMS, EDI and SAP.
- Perform Monthly Stock Takes.
- Providing Specific services demanded by customers varies from time to time, must be very adaptable to ever changing requests.
- Managing a Team of 5 Logistics Assistants.
- Keeping track of 10,000 pallets of Finished Goods from Production line.
- Managing Defects.
- Sending in Daily Inventory reports, Check for anomalies in the Stock.
- Data analysis for expected forecasts of load in the coming months and arranging manpower to support the surge.
- Using VBA macro to speed up and automate Report Generating.
- Using VLOOKUP to merge Several Workbooks and Sheets in Excel to obtain finalised data.
- Reason for quitting, unable to learn more useful skills.

Operations Executive

TVS Supply Chain Solutions (2022-Present) (SGD$2650)-Tuas

- Oversee Operations.
- Releasing DNs for Picking and packing to commence.
- Keeping Track of Order Completion via Air-freight, Sea-Freight and Local
- Processing Incoming and Picking via SAP.
- Assigning tasks to respective HOD and Supervisors.
- Filing Documents accordingly, leading teams for Audits and Cycle Counts.
- Managing a Team of 23 logistics Assistant and 3 Supervisors.
- Creating Reports and expected workload volume prediction reports.
- Monitoring emails for Urgent orders-same day deliveries.
- Using VBA macro to speed up and automate Report Generating.
- Using VLOOKUP to merge Several Workbooks and Sheets in Excel to obtain finalised data.
- Reason for quitting, unable to learn more useful skills.

Plus points

I am a Tech savvy looking to consume knowledge and contribute to company growth in any way possible. Extremely coordinated, disciplined, and focused on teamwork. I believe in channeling my all into my work, extremely passionate in what I do. I'm well known in being the best at what I do, always early to work. I'm constantly improving myself, currently learning Html and CSS and Javascript to add attributes to my skills and increase my value in this world as a human being.

DR