



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

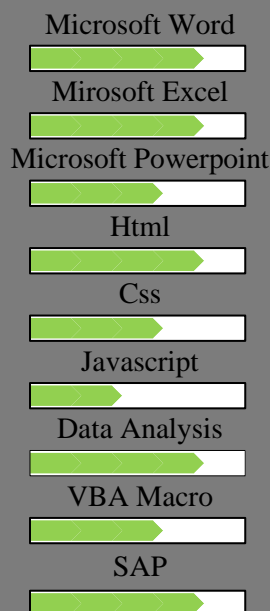
- Schedule and coordinate forwarders via sea and air.
- Preparing Delivery order and Commercial Invoice.
- Trained 1 administrative assistants during a period of company expansion to ensure attention to detail and adherence to company accuracy
- Processing Purchase Order for Goods receipt and sending 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 Excel and Create daily picking report and convert it to picking label via excel (VLOOKUP)
- Attending to Urgent emails from production team to fulfill orders within specified time.
- Filling of Goods receipt documents, delivery orders, invoice accordingly.
- Arrange for Stock count(yearly) and cycle count (weekly and monthly) via SAP.
- 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

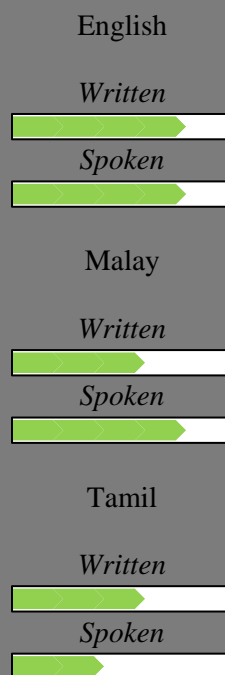
TVS Supply Chain Solutions (2018-2021) (SGD\$1960)-Tuas

- 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 them accordingly 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 and damages.
- Making sure Safety in warehouse is always followed by all personnel while performing their duties.
- Ensuring FIFO and LIFO is followed, implementing various binning systems to improve logistics operations.

Skills



Languages



Interests

Hiking, running, Sketching, Coding, Creating abstract art, long bike rides. Reverse engineering software and websites.

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.

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.

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.