

RESUME

PERSONAL DATA

NAME : Shawn Tan Wei Yik
NATIONALITY : Malaysian
RACE : Chinese
NRIC NO : 840823-02-5359
AGE : 30
DATE OF BIRTH : 23 Aug 1984
MARITAL STATUS : Married
SEX : Male
RELIGION : Buddhist
ADDRESS : 45, Taman Sirih Jalan Padang Tembak,
Bukit Pinang, Kepala Batas 06200,
Kedah Darul Aman.
HANDPHONE NO : +6013-5998911
EMAIL : shawntan.7123@gmail.com

ACADEMIC QUALIFICATION

SPM - Pass 2001 S.M.K.Kepala Batas, Alor Setar
PMR - Pass 1999 S.M.K.Kepala Batas, Alor Setar

WORKING EXPERIENCES :-

2003 to 2004

**Wice Logistics (KL) Sdn Bhd / Kuala Lumpur
Export/Import Operations**

Duty

- Daily operation jobs for cargo import & export.
- Perform cargo custom clearance
- Cargo space reservation.
- Managing warehouse inbound/outbound.

2004 to 2006

**Korean Air Cargo / Kuala Lumpur
Senior Cargo Traffic Officer**

Duty

Night shift:

- Monitoring cargo palletizing for aircraft loading.
- Cargo documentation & Cargo manifesting.
- Prepare aircraft load sheet/weight & balance.
- Aircraft handling for B744-400 Cargo Freighter.

Office hours:

- Manage aircraft cargo space & cargo reservation.
- Preparing cargo loading sheet for ground handling arrangement.

Training attended:

- Dangerous Goods Regulation Course with certificate in Incheon
- Weight & Balance Course in Incheon.
- * *Cargo load control course B744-400 freighter with certificate**

2006 to 2007

**Asiana Cargo Inc / Penang
Sales & Operation Executive**

Duty

Night shift:

- Monitoring cargo palletizing for aircraft loading.
- Cargo documentation & Cargo manifesting.
- Prepare aircraft load sheet/weight & balance.
- Aircraft handling for B744-400 Cargo Freighter

Office hours:

- Cargo Sales & Reservations.
- Sales call and follow up with existing potential clients.
- Preparing cargo loading sheet for ground handling arrangement.

2007 to 2009

Elite Transport Services (Cambodia) Co., Ltd
Cargo Sales Manager

Duty

- Cargo Sales and Marketing for (MASkargo, Finnair Cargo, Etihad Cargo, AirAsia Cargo)
- Reporting market situation for better strategy to approached.
- Daily sales call and follow up with existing potential clients.
- Monitoring monthly sales revenue in order to achieve annual target.
- Monitoring office staffs performance and accounting issue.

2009 to 2011

VAS (Cambodia) Co., Ltd
Country Manager

Duty

- Cargo sales and marketing for (AirAsia Cargo, MASkargo, Finnair Cargo, Emirates Sky Cargo).
- Reporting market situation weekly/monthly for HQ evaluation/action.
- Daily sales call and follow up with existing potential clients.
- Monitoring monthly sales revenue in order to achieve annual target.
- Monitoring office staffs performance and accounting issue.
- Monitoring all management email and all issue in the region.

2011 to present

Tonnes Cargo (Cambodia) Co., Ltd
Regional Country Manager

Duty

- Cargo Sales and Marketing for MASkargo, AirAsia Cargo, Oman Air Cargo, Sri Lankan Cargo, Finnair Cargo (across Cambodia, Indonesia, Thailand, Myanmar, Laos and Philippines).
- Monthly reporting on all station performance and sales target.
- Monthly regional internal meeting in the stated region.
- Monitoring sales & marketing team in order to approach aggressively in market
- Monitoring CS team for better service provide.
- Monitoring Operations team for cargo smooth handling.
- Monitoring Accounting, cash flow transfer in and out.
- Monitoring station performance in order to achieve the Airliner commitment.
- Monitoring all issue in regional offices (sales revenue, customer service, operation, account and complains)