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KEY SKILLS



* Shipping docs
* Communication
* Coordination
* Administrative
* Filing
* Scheduling
* Documentation
* Project planning
* Microsoft Office

EDUCATION



University for Applied Sciences Hamburg, Germany

* Degree in Chemical Engineering

**SMAK Kolese St Yusup Malang, Indonesia**

* GCE ‘A’ Level

+65 93670090



WORK EXPERIENCE



BROOKLYN ENTERPRISE PTE LTD

TRADE AND SHIPPING EXECUTIVE •Nov 2018 – March 2021

Key Responsibilities

* Managed necessary documents to ensure smooth and timely shipping operations.
* Handled and prepared shipping documents (eg: BL/billing of lading, delivery order, arrival notice, invoice and others).
* Liaised with banks on preparation, issuance and negotiation of Letters of Credits.
* Coordinated and liaise with customers, shipping companies and suppliers to ensure smooth delivery of shipments.

AIBI INTERNATIONAL PTE LTD

RETAIL SALES ASSOCIATE • Jan 2018 – Aug 2018

Key Responsibilities

* Sold and promoted sports equipment.
* Generated brand awareness and positive product impressions to increase sales.
* Helped customers find what they are looking for in store got them to make purchases by explaining how the product would benefit them.

SALES ASSOCIATE (Food and Beverage)

SALUTE CAFÉ MANAGEMENT LLP • Jan 2017 – Dec 2017

Key Responsibilities

• Promoted customer satisfaction by preparing food according to

standard/modified recipes.

* Prepared cooking supplies, ingredients and workstations during opening and closing procedures to maximize efficiency.
* Maintained clean, trash-free workspaces to maximize productivity and safety

YENOM PTE LTD

SENIOR TECHNICAL ENGINEER • Sept 2013 – Oct 2015

Key Responsibilities

* Managed all aspects of day-to-day operations in Technical Department.
* Led Technical Engineers team in delivery of waterbased labels projects.
* Provided technical support to sales team .

TESA TAPE ASIA PACIFIC PTE LTD

SNR RESEARCH AND DEVELOPMENT ENGR • July 2007 – Apr 2011

RESEARCH AND DEVELOPMENT ENGINEER •April 2001 – Jun 2007

Key Responsibilities

* Managed new product development projects.
* Provided product knowledge training.
* Sales and Marketing support

TESA TAPE ASIA PACIFIC PTE LTD

ADMIN EXECUTIVE • Oct 1999 – March 2001

Key Responsibilities

* Provided secretarial support to VP R&D Department.
* Managed Documentation of the R&D department, purchase and arrangement of equipment.
* Responsible for R&D office administration including managing office and laboratory equipments and supplies.
* In charge for equipment maintenance, mailing, products and documents shipping, office bills and errands.
* Arranged airline tickets and hotels for business trips
* Worked with the relevant teams to coordinate and execute internal events, such as company events.
* Prepared meetings and reports.

PERSONAL SUMMARY



Resourceful and experienced **Shipping Executive** eager to contribute to team success through planning efficient strategies, attention to detail and excellent organizational skills. Clear understanding of handling and preparing shipping documents (eg: BL/billing of lading, delivery order, arrival notice, invoice and others), issuance and negotiation of Letters of Credits/LC. Motivated to learn, grow and excel in shipping industry.

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| Curriculum Vitae |  |

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your elevator pitch where sell yourself to a potential employer. Tell them why you are a good fit for the job and how you will benefit the business. You should tailor this fo each job you apply for]



Singapore



[hannahjong1@gmail.com](mailto:hannahjong1@gmail.com)

PC and LANGUAGE SKILLS



* Microsoft Word
* Microsoft Excel
* Microsoft Power Point
* Microsoft Outlook
* Adobe Acrobat XI Pro
* English
* German
* Indonesian

QUALIFICATIONS AND CERTIFICATES



* Manage International Marketing Programs 2018
* Display Critical Thinking and Analytical Skills 2018
* Leadership and People Management 2017



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