

Nationality:

Email:

Mobile:

Shipping professional with more than 20 years of working experience in the logistics industry.

Work Experience

Traderspermit
Documentation Clerk

Mar 2020 – Apr 2020

- Declaration of permit in TradeNet
- Billing and invoicing
- Arrangement of shipment delivery

Ohio Express International Pte Ltd
Import and Export Shipping Coordinator

Jul 2013 – Mar 2020

- Handle full spectrum of import and export shipping documentations such as customs manifest
- Manage import operations relating to FCL and LCL sea-freight shipment
- Prepare custom declaration permit in TradeNet for import and export activities
- Schedule and coordinate with internal and correspondence parties on shipment arrangements to ensure smooth and timely delivery
- Monitoring of shipment, billing and collection of documents

Kase Logistics Singapore Pte Ltd
Shipping Coordinator

Feb 2011 – Jun 2013

- Prepare custom declaration permit in TradeNet for import and export activities
- Prepare Bill of Lading (BL) draft to carrier and freight forwarders
- Liaise with customers and provide quotations

Education and Skills

- GCE O'Level
- Proficient in Microsoft Office
- Native in English and Mandarin