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## **EDUCATION**

### **NATIONAL ITE CERTIFICATE | 2012 | ITE COLLEGE CENTRAL**

- NITEC IN MACHINE TECHNOLOGY/LASER & TOOLING TECHNOLOGY

### **GCE N LEVEL | 2009 | WHITLEY SECONDARY SCHOOL**

- ELEMENTS OF BUSINESS SKILLS
- BASIC MALAY
- 'N' LEVEL CERTIFICATE

## **WORKING EXPERIENCES**

### **DEUGRO SINGAPORE PTE LTD (APRIL 2021 -)**

#### **Senior Operations Executive**

- Responsible for daily import, export, and transshipment operations
- Coordinate with local customer, overseas agents and shippers, freight forwarders and transporters
- Assisting in processing customer's order promptly and resolve shipment issues
- Prepare documents such as pre-alerts, permit declaration for Singapore customs clearance
- Handle rates & quotations enquiries for local shipment.
- Communicate with sales persons for overseas shipment.
- Responsible for all the billing to process on time once shipment is out for delivery by e-invoicing & mail.

## **CEVA LOGISTICS SINGAPORE PTE LTD (JANUARY 2019 – FEBRUARY 2021)**

### **GROUND SERVICE OFFICER**

- Excute daily booking & TWBs.
- Booking processing.
- Handle import & export documentation.
- Liase with internal & external customer & service providers for operation coordination.
- Handle general vendor sourcing & rates request.
- Prepare and ensure timely submission of reports i.e management report, key report, key performance, indicator report.
- Monitor vendor/ trucker's key performance indicator measurement and drive continuous improvements.
- Handle trucking challenges, be in control & provide solutions to customer & service providers.

## **YAMATO TRANSPORT PTE LTD (NOVEMBER 2017– DECEMBER 2018)**

### **AIRFREIGHT OFFICER**

- WORK UNDER THE EXPORT DEPARTMENT – OVERTIME EVERYDAY UP TO 2300HRS WITHOUT FAIL DUE TO LARGE AMOUNT OF SHIPMENTS
- JOBSCOPIES ; DECLARING PERMIT , CALCULATING IATA RATES
- JOBSCOPIES ; CONDUCTING CHECKS ON THE CARGOS BEFORE RELEASING IT TO THE TERMINAL FOR THE DEPARTURES
- JOBSCOPIES; SENDING OUT THE PRE ALERTS TO ALL THE AGENTS BEFORE SHIPMENTS DEPARTED FROM SIN, MAKING SURE THAT PRE ALERT SENT BEFORE SHIPMENTS REACHED THE DESTINATION

## **CUBIZ SINGAPORE PTE LTD | APRIL 2015 - OCTOBER 2017 (FULL TIME)**

### **VISUAL MERCHANDISER**

- AS A VM, WE HAVE TO THINK ON HOW TO PROMOTE OUR BRANDS SO CLIENTS AND CUSTOMERS WILL BE ATTRACTED IN BUYING OUR PRODUCTS
- FOR THIS COMPANY, WE ARE BASICALLY IN CHARGE FOR MOBILE DEVICES.
- JOBSCOPIES ; CHECKING ON LIVE DEMOS, THE ALARM SYSTEM AND REPORTING ON WHAT IS HAPPENING IF THERE IS ANY ISSUE WITH THE LIVE DEMO ON EVERY STORES ISLANDWIDE.
- INVENTORY REPORT AT THE END OF EVERY DAY. EXAMPLE IS TO REPORT ALL THE THINGS THAT I HAVE DONE FOR ALL THE MOBILE OUTLETS, INCLUDING ANY DAMAGES, OR PROBLEM WITH THE ACCESSORIES.
- OTHER THAN JUST BEING A VM, I ALSO DO ALL DELIVERY OF BROCHURES OR ACCESSORIES ISLANDWIDE

### **EVENT MANAGEMENT**

- HANDLING BIG EVENTS SUCH AS NEW STORE LAUNCHING, BANK EVENTS AND EVERY YEAR WITHOUT FAIL, WE WILL BE HANDLING EVENTS FOR AIRPORT FOR THEIR CLIENT'S AWARDS & CEREMONY
- WORKING DURING THE WEEKENDS AND OVERNIGHT WHEN THERE IS A MAJOR EVENT ESPECIALLY FOR THE AIRPORT EVENT WHERE I ONCE STAYED UP TILL 5 AM AND HAVE TO RETURN BACK TO AIRPORT FOR THE CEREMONY AT 0730AM.
- SETTING UP PROPS AND MAKING SURE EVERY SINGLE THING IS NEAT, INTACT & PRESENTABLE BEFORE EVENT STARTS
- TEARING DOWN AFTER EVENTS & MAKE SURE THE PLACE IS CLEAN LIKE BEFORE

### **WAREHOUSE MANAGEMENT**

- IN CHARGE OF WAREHOUSE INBOUND & OUTBOUND
- DID A WAREHOUSE FLOOR PLAN SO THAT EVERYTHING IS IN ORDER SO WE ARE ABLE TO FIND THE THINGS WE NEED EASIER AND FASTER
- STOCK COUNTING AT THE END OF EVERY WEEK (FRIDAY) TO MAKE SURE EVERYTHING TALLY
- RE ORGANISING THE SHELVES AND ITEMS FOR EASY USAGE

## **AUDITOR**

- AS AN AUDITOR I CARRY OUT RESPONSIBILITIES TO PLAN AND PERFORM THE AUDIT SO AS TO OBTAIN REASONABLE ASSURANCE ON THE PRODUCTS WHETHER THEY ARE FREE FROM UNREASONABLE ORDER
  - ENSURING THAT THEY FOLLOWS THE RIGHT METHOD AND PLANOGRAM
  - WE HAVE THE RIGHT TO MINUS OFF POINTS IF THEY ARE NOT FOLLOWING THE CORRECT INSTRUCTIONS FOR THE PRODUCT PROMOTED.
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## **CONTRIBUTIONS/AWARDS**

(SCDF) OUTSTANDING SERVICE AWARD FOR OBEYING AND CARRYING ALL THE JOBS AND DUTIES OFFICERS OR IN CHARGE ASKED TO DO WITHOUT COMPLAINING & IS ABLE TO MULTITASK - JANUARY 2015.

( SCDF ) SHELTER FACILITY COURSE CERTIFICATE UNDER THE SHELTER OPERATION: FOR THIS CERTIFICATE I'M QUALIFIED FOR THE PUBLIC SHELTERS OPERATIONS. PUBLIC SHELTER REFER TO THE SHELTER THAT HAVE BEEN CONSTRUCTED IN MASS RAPID TRANSIT STATION, SCHOOL COMMUNITY CENTRE. IN CASE OF EMERGENCY : April 2016

## **Qualify Certification & Licensed**

1. SECURITY LICENSED
2. Develop a Risk management implementation plan certificate - biz safe 2

## **National service**

**SCDF: FROM MAY 2013 TO MAR 2015**

**1 YEAR 10 MONTH**

**FIT SQUAD**

**PES B**

## **KEY I.T. SKILLS**

- Platforms: Windows Vista, Windows 10
- Software: Microsoft Word, Excel, PowerPoint, WMS, Cargosoft, SAP ,3PL System & EDI System

Availability: 1 month's Notice

Currently Salary: \$3500/-

Expected Salary: \$3700/- (negotiable)

