

## PROFESSIONAL SUMMARY

Warehouse Coordinator specialist and supervising with more than 11 years of experience. Qualified in data management and anomaly- based analytics. Adept at cutting costs and improving efficiency through effective management, strategic scheduling, and streamlined operations. Highly effective at freight forwarding, and international shipping services. INDUSTRIAL EXPERTISE 11 years – Shipping industry 4 years – Retailing industry.

## SKILLS

- Reporting and Correspondence
- Coaching and Motivation
- Continuous Improvement
- Goal Setting
- Operations Planning
- Shipping and Receiving
- Delegating Work
- Logistics Management
- Performance Evaluations
- Forklift Operations

## WORK HISTORY

### Warehouse Supervisor

**QXPRESS PTE LTD** - Singapore

09/2021 - Current

- Promoted diligence and culture of safety for drivers and warehouse operations.
- Supervised shipping and receiving, distribution, and workplace safety.
- Revised and developed procedures to reduce risk and achieve compliance.
- Supported production workers in meeting goals without compromising safety and compliance.
- Assist daily operations activities in relation to the planning process requirements. This covers pickup and delivery, airfreight terminal handling & clearance, deployment manpower, scheduling transport routing and any other associated operational activities.
- Supervise, motivate and engage your respective team members to deliver operations excellence through quality performance and continuous improvement. Monitor and ensure all incoming and outgoing shipments are complete in timely manner.
- Coordinate and work closely with customer service team on shipping documentation preparation and updating the shipment/ delivery movement status.
- Liaison with multiple parties including customers, carriers, hauliers, forwarders for freight handling / shipment status and / or other matters.
- To track and report all operations improvement initiatives as assigned by the Manager. Other ad-hoc duties as assigned.

### Warehouse Supervisor

- Pack, stock, organize and rearrange products in warehouse.
- Move inventory and materials across facilities.
- Process inventory for delivery.
- Sort, organize and store inventory in the proper location.
- Package items and label correctly.
- Scan delivered items and ensure quality.
- Report damaged or missing inventory to supervisors.
- Stack and organize large bulk items.
- Remove inventory from trucks or shipping and delivery to proper location.
- Update logs and documentation for inventory processing.
- Move materials from facilities to workstations, pick-up locations, or other locations.
- Operate heavy machinery like forklifts to move or store inventory.
- Ensure workspace is free of debris and remove safety hazards from aisles.
- Manage and handle shipping, loading and unloading of products.
- Prepare documentation and inventory for audits.
- Communicated with warehouse team leader on carrier issues, STO information and weekly productivity metrics.
- Monitored employee performance and advised managers on necessary improvements to meet targets.
- Coordinated receiving process and managed dock to efficiently unload most trucks.
- Helped keep inventory accurate by overseeing daily cycle counts.
- Enforced organizational standards to maintain safe and healthy work environment.
- Verified accuracy of shipping and receiving documents and maintained records.
- Promoted diligence and culture of safety for drivers and warehouse operations.
- Supervised shipping and receiving, distribution, and workplace safety.
- Revised and developed procedures to reduce risk and achieve compliance.
- Supervised shipping and handling operations.
- Completed daily operations on time and maintained high standards of accuracy.
- Monitored employee performance and offered mentoring and leadership to improve any deficiencies.
- Oversaw inventory control levels and verified compliance with storage and organization processes.
- Supervised warehouse operations by managing employees during shifts.

**Warehouse Coordinator****DNATA Pte Ltd - Singapore**

01/2016 - 01/2019

- Pack, stock, organize and rearrange products in warehouse.
- Move inventory and materials across facilities.
- Process inventory for delivery.
- Sort, organize and store inventory in proper location.
- Package items and label correctly.
- Scan delivered items and ensure quality.
- Report damaged or missing inventory to supervisors Phone: +6011 1078.
- Monitored employee performance and advised managers on necessary improvements to meet targets.
- Communicated with warehouse team leader on carrier issues, STO information and weekly

productivity metrics.

- Helped keep inventory accurate by overseeing daily cycle counts.
- Verified accuracy of shipping and receiving documents and maintained records.
- Coordinated receiving process and managed dock to efficiently unload most trucks.

### **Warehouse Coordinator**

**SATS Pte Ltd** - Singapore

01/2010 - 01/2016

- Pack, stock, organize and rearrange products in warehouse.
- Move inventory and materials across facilities.
- Process inventory for delivery.
- Sort, organize and store inventory in the proper location.
- Package items and label correctly.
- Scan delivered items and ensure quality.
- Report damaged or missing inventory to supervisors.
- Stack and organize large bulk items.
- Remove inventory from trucks or shipping and delivery to proper location.
- Monitored employee performance and advised managers on necessary improvements to meet targets.
- Communicated with warehouse team leader on carrier issues, STO information and weekly productivity metrics.
- Helped keep inventory accurate by overseeing daily cycle counts.
- Coordinated receiving process and managed dock to efficiently unload most trucks.
- Verified accuracy of shipping and receiving documents and maintained records.

### **Retail Receiving Supervisor**

**Carrefour Pte** - Singapore

01/2007 - 01/2010

- Responsible for sales of Parts, Accessories and Lifestyle products, Support Sales Consultant during sales operation, Implement Accessories Sales.
- Supervised work of contracted employees to keep on task for timely completion.
- Used coordination and planning skills to achieve results according to schedule.
- Worked to maintain outstanding attendance record, consistently arriving to work ready to start immediately.
- Quickly learned new skills and applied them to daily tasks, improving efficiency and productivity.

## **EDUCATION**

**Malaysian Certificate of Education (SPM)**

**SEK.MEN.KEB.ULU TIRAM** - MALAYSIA

## **LANGUAGES**

**English**



Bilingual or Proficient (C2)