
Address

58 Medway Drive

Profile

Objective I am currently seeking a position to work in Logistics that allows me to gain working experience and have a better prospect in my future career path.

Availability 2 Weeks Notice

Key Skills

Proficient or familiar with a vast array of computing skills including:

Microsoft Office	Administration Skills		
Power point, excel, outlook, Microsoft word and etc...	Basic scanning, printing and filing of documents & Data entry		

Education Qualification

2019 to 2019	Diploma in Logistics and Supply Chain Management
2005 to 2006	Singapore Institute of Materials Management (SIMM) Nitec Certificate in Electronics
2001 to 2004	Simei ITE N Level Certificate under Cambridge
1995 to 2000	Hai Sing Catholic School. Singapore PSLE Certificate
	Pasir Ris Primary School, Singapore

Work Experience

ST Logistics Pte Ltd

Senior Logistics Assistant (Full-time)

3rd August 2020 to Present

Main Job and Task Responsibilities

- ✓ Goods receipt from warehouse on behalf of end user
- ✓ Demand, return and check stock of items via Citrix (ES)
- ✓ Conducting daily, weekly and monthly of user's Stock
- ✓ Stock Discrepancy Check to be conduct every new work year
- ✓ Filing reports such as aging, demands, goods receipt and return STO
- ✓ Aliasing with driver and warehouse Of goods ETD
- ✓ Logistics Support Overseas Detachment

Diamond International Consolidators (S) Pte Ltd

Export Coordinator

Full-Time

23rd September 2019 to July 2020

Main Job and Task Responsibilities

- ✓ Alias with Customers regarding exporting of goods
- ✓ Book sailing schedule with co-loader / shipping line
- ✓ Provide necessary documents to customers
- ✓ Alias with Oversea Agent on incoming Shipments.
- ✓ Invoicing

Current Salary: \$1900

RedMart

Delivery Representative

Full-Time

15th December 2017 to 27th December 2018

Main Job Tasks and Responsibilities

- ✓ Door to Door delivery
- ✓ Delivery items to customer
- ✓ Minor customer service such as assisting when issue occur upon delivery

Current Salary: \$2200

Reasons for leaving: Further studies in SIMM, seeking other job related to studies

Grab

Driver

Full-time

February 2016 to October 2017

Main Job Tasks and Responsibilities

- ✓ Greeting & interacting with customer.
- ✓ Ensure customer safety.
- ✓ Responsibility.

Current Salary: \$2,200

Reasons for leaving: Looking for a better prospects job.

Citylong Group Pte Ltd

Assistant Project Manager / Merchandiser

Full-Time Contract

February 2013 to May 2013

Main Job Task and Responsibilities

- ✓ Scheduling and Delivery of goods
- ✓ Managing company website operation system
- ✓ Data Entry

- ✓ Warehouse Assistant
- ✓ Ad-hoc Duties

Current Salary: 2k

Expected Salary: 1.8k

Reason for leaving: looking for better prospect job

Republic of Singapore Navy
Combat Technician Specialist

Full-Time Contract
January 2008 to January 2013

Main Job Tasks and Responsibilities

- ✓ Daily System Check & Maintaining Performance Management System (PMS)
- ✓ Able to Indent & amendment Logistics.
- ✓ Well verse on safety at hazardous areas.
- ✓ Navigation at sea.
- ✓ Able to do Basic IT Diagnostic & Troubleshooting.
- ✓ Basic Computers skills such as data entry, Microsoft words, Excel and etc..
- ✓ Basic scanning, printing and filing of documents and paperwork.
- ✓ Ad-hoc Duties

Current Salary: 1.8k

Reason of leaving: Looking for better prospect job

Singapore Sports Council
Admin Assistant

Full-Time Contract
June to September 2007

Main Job Tasks and Responsibilities

- ✓ Perform basic computer skills such as data entry.
- ✓ Basic scanning, printing and filing of documents and paperwork.
- ✓ Able to do Basic IT Diagnostic & Troubleshooting.
- ✓ Ad-hoc Duties

Current Salary: 1.6k

Expected Salary: 1.7k

Reason for Leaving: Enlisting in NS

Languages

English and Chinese
(Main Spoken and written
Language)

Hokkien
(Dialect)