

## Resume

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### Currently

Institution : Singapore Institute of Retail Studies (SIRS)  
Course of Study : SGUS Manage Retail and Enterprise in Digital Age  
Course end date : 14<sup>th</sup> March 2022

### Education

Institution : British Council WPLN  
Course of Study : Reading (7), Writing (5), Listening (6), Speaking (5), Numeracy (5)

Institution : Crimson Logic  
Course of Study : Tradeweb Version 3.0

Institution : Crimson Logic  
Course of Study : Tradeweb Version 4.1

1993-1995 : Secondary  
: Naval Base Secondary School

### Professional Experience

**Mar 2020 to Dec 2021**

**Aircon.Com Pte Ltd**

**Accounts / Admin Assistant (Part time)**

#### Responsibilities

- Prepare Invoices using MyXero System
- Schedule appointment with customer
- Assisting Operation in checking / sourcing pricing with vendors
- Assisting in accounts receivable (AR)
- Assisting in accounts payable (AP)
- Updates records and maintains proper filing systems.
- To maintain and monitor the housekeeping of office

**Mar 2019 to Aug 2019**

**KS Transport**

**Outbound Shipping Assistant at DHL Express (Part time)**

Outbound Shipment

- Arrange packing for outgoing parcel (DG or Non DG item)
- Prepare AWB using DHL Easy Ship
- Manifest daily shipment using DHL Easy Ship

**Aug 2015 – Feb 2019**

**Logwin Air + Ocean Singapore Pte Ltd**

**Import Officer (Sea)**

Import Shipment

- Coordinate shipping
- Track shipments
- Declaration of Customs permit
- Maintain delivery logistics data and update on system
- Responsible for Import documentation and keep track of shipment payments and quotas
- Coordinate with warehouse on scheduling and delivering of goods
- Responsible for processing sea freight import consignments in accordance with company quality standards
- Billing to customer and verification of supplier invoices
- Tasks included: order processing, negotiating payment rates, reserving freight capacity, preparing invoices and documentation, telephone support for customers etc.

Secondary Duties

- Updates records and maintains proper filing systems.
- To maintain and monitor the housekeeping of office

**Sept 2014 to May 2015**

**SLK Forwarding Pte Ltd**

**Customer Service Executive cum Admin**

Import Shipment

- Arrangements of shipment bookings from country of origin, close coordination for cargo delivery and customs documentation ensuring cargo is loaded as per plan.
- Assisting consignees to monitor their incoming freights from various countries
- Declaration of customs permit
- Billing to customer and verification of supplier invoices

Export Shipment

- Booking of shipments to various countries
- Arrange transportation pick up from customer premises
- Coordinate for cargo delivery to port
- B/L preparation and checking

- Declaration of Outward permit
- Prepare Invoice and Packing List for Customer to make payment

#### Secondary Duties

- To assist sales department in quoting and sourcing of rates
- Updates records and maintains proper filing systems.
- To maintain and monitor the housekeeping of office

### **May 2011 – December 2013**

#### **YK Ship Pte Ltd**

#### **Customer Service Executive**

##### Import Shipment

- Arrangements of shipment bookings from country of origin, close coordination for cargo delivery and customs documentation ensuring cargo is loaded as per plan.
- Assisting consignees to monitor their incoming freights from various countries
- Declaration of customs permit
- Billing to customer and verification of supplier invoices

##### Export Shipment

- Booking of shipments to various countries
- Car consolidation and export processing for deregistered vehicles
- Submission of disposal documents to Land Transport Authority
- Coordinate for cargo delivery to port
- B/L preparation and checking
- Declaration of Outward permit
- Prepare Invoice and Packing List for Customer to make payment

#### Secondary Duties

- To assist sales department in quoting and sourcing of rates
- Checking and updating vehicle stock list
- Arrange for vehicle inspection and preparing of cashier's order to LTA

### **April 2009 to April 2011**

#### **Sineurope Pte Ltd**

#### **Admin Executive cum Shipping Coordinator**

##### Import Clearance

- Receiving pre-alerts from Port of Loading Supplier
- Monitoring of shipment arrival
- Prepare document to forwarder when cargos arrive
- Make arrangement with warehouse
- Declaration of import cargo clearance permit

##### Export Shipment

- Booking of shipments
- Prepare cargos for loading
- B/L preparation
- Declaration of Outward permit

- Prepare Invoice and Packing List for Customer to make payment

#### Secondary Duties

- To assist in general secretarial and administrative support
- To attend to telephone calls and visitors
- To handle mail, faxes and ensure all dispatch and courier deliveries are performed
- To ensure timely delivery of local and overseas documents all the time.
- Updates records and maintains proper filing systems.
- To maintain and monitor the housekeeping of office
- To assist in the co-ordination of company and social events as and when required.
- To replenish stationeries and sundry supplies
- To prepare and serve drinks to visitors when required
- Any other duties as assigned from time to time

#### **Aug 2008 to March 2009**

##### **Goto Southeast Asia Pte Ltd**

##### **Import Executive**

#### Import Agent

- Receiving pre-alerts from Port of Loading agents
- Monitoring of shipment arrival
- Send arrival notice to respective consignees
- Release delivery order for cargo clearance

#### Import Clearance

- Receive import shipment documents from consignees
- Monitor of shipment arrival
- Declaration of import cargo clearance permit
- Arrange transportation / trucking / unstuffing
- Delivery of goods to consignee's warehouse

#### Re-export Shipment

- Booking of shipments
- Declaration of IM / transshipment permits
- B/L preparation
- Send pre-alerts to destination agents

#### Secondary Duties

- Assist in any enquiries and quotation to customer
- Checking of rates with shipping lines and co-loader

#### **Apr 2005 to May 2008**

##### **YK Ship Pte Ltd (Formerly known as Yang Kee Shipping Pte Ltd)**

##### **EPZ Representative**

In general, I am responsible for all permits declaration and EPZ duties

#### Primary Duties

- Declaration Permits

- EPZ Processing
- Monitoring and tracking of de-registered vehicles in & out of EPZ
- Arrange shipment of Used Cars to various ports
- Co-ordinate stuffing of Used Cars into containers
- Submission of disposal documents to LTA & EPZ

#### Secondary Duties

- Booking of LCL & FCL shipments
- Arrange transportation for loose cargoes
- Arrange container trucking & stuffing for FCL cargoes
- Mb/L & Hb/L preparation
- Pre-Alert to destination agents
- Profit & Loss Costing

#### **Computer Skills**

- Microsoft Words
- Microsoft Excel