

EDUCATIONAL BACKGROUND

Advanced Certificate in WSH (Level B)

-Higher Nitec in Electronics Engineering, ITE College East, 2012

-Nitec in Electronics, ITE College East, 2009

-GCE "N" Levels, Punggol Secondary School, 2007

EMPLOYMENT HISTORY

Nor-Cal Products Asia Pacific Pte Ltd

May 2020- Current

Logistic Assistant

- Assist in all warehouse duties including picking, wrapping, packing and dispatch goods according to written orders to customers
- Receiving and supports the logistics supervisor in all aspects of warehouse operations
- Ensure that all incoming shipments are intact and accurate, prepare outgoing shipments, review shipment documentation such as invoices and packing lists, and maintain an inventory of shipping supplies
- Doing local invoices and overseas PI (Proforma invoice) and plan outgoing shipment and book courier driver to come and pick up the shipment from warehouse
- Doing Statements of accounts (SOA) at the end of month
- Posting invoice and saving invoice in system of incoming shipment

Anslem Logistics**April 2019- February 2020****Warehouse and Logistics Assistant**

- Assist in all warehouse duties including picking, stripping, wrapping, packing and dispatch goods according to written orders to customers
- Provide customer services
- Receiving and supports the logistics supervisor in all aspects of warehouse operations
- Arrange outgoing shipments, process incoming shipments and manage warehouse inventory
- Ensure that all incoming shipments are intact and accurate, prepare outgoing shipments, review shipment documentation such as invoices and packing lists, and maintain an inventory of shipping supplies

ST Logistics**February 2018-March 2019****Senior Logistic Assistant**

- Loading and unloading of goods
- Stocktaking activities
- Housekeeping of warehouse
- Handle overseas and local detachment spares
- Our main customers are from military
- To maintain inventory control through Systems Applications and Products in Data Processing (SAP) to ensure accuracy in the warehouse
- Liaise with all external suppliers for the purchase and maintenance of equipment

Giant Hypermarket**April 2016-February 2018****Store Supervisor**

- Train new employees, assessing sales performance, assigning tasks, preparing reports for managers, offering advice to customers and replacing the Manager in his or her absence
- Handle customer complaints and feedbacks to ensure customer satisfaction
- Lead all aspects of retail operations such as merchandising, sales, customer service, inventory, personnel and payroll management
- Developed store meeting topics and agenda items for regular store meetings
- Analyzed and controlled all inventory discrepancies on a daily basis

ST Aerospace

August 2014-March 2015

RND

- Assist with local deliver, local supplier that come with goods and documents
- Check the serial number and spare part number need to tally with the documents
- Make sure the packing is not damage
- When receive overseas goods will need to chop the goods received and unchecked, if got any problem or discrepancy need to highlight with the vendor

Notice Period: 1 month

Expected Salary: \$2800 to \$3200