

Name

Personal Particulars

Mobile No : +

E-mail Address : l

Address : l

Age :

Date of birth :

Nationality :

Gender :

Race :

Marital Status :

Educational Background

Year	Institution/School
2010 - 2015	Kluang Chong Hwa Chinese School (Art and Design) (UEC)

Co-curricular Activities

Year	Particulars
2010 - 2015	: 1. Participated in String Ensemble (Violin). 2. Participated in Electrical & Electronic Society. 3. Participated in Creative Angpow Lantern Competition (Consolation Place)

4. Participated in Multimedia Design Workshop
5. Participated in computer course
(Art & Design Department)
6. Participated in International Fashion Design Training Camp
7. Participated in Mid-Autumn Lantern Painting Exhibiton
8. Participated in creativity activities 2015 (THE ONE ACADEMY)
9. Participated in Corporate Identity System (CIS) Design (Consolation Price)

Employment History

Company Name	: Kotobuki Restaurant (Singapore)
Position	: Waitress
Time Frame	: March 2016 – June 2016
Responsibilities	: 1. Having good communication with customers re customers' needs ure the hygiene of restaurant is clean and e
Company Name	: JRing Workshop
Position	: Sales Assistant
Time Frame	: July 2016 – September 2016
Responsibilities	: 1. Promote the latest mobile devices to customer 2. Stock ordering and checking 3. Follow up with the warranty cases

Company Name	: OPPO Malaysia
Position	: Sales Assistant
Time Frame	: October 2016 – March 2017
Responsibilities	<p>: 1. Demonstrate and explain products in order to persuade customer to purchase products.</p> <p>2. Provide product samples, coupons and informational brochures to persuade customer to purchase products.</p>
Company Name	: Sing Long LLP(Singapore)
Position	: Shop Sales Assistant
Time Frame	: April 2017-November 2017
Responsibilities	<ol style="list-style-type: none"> 1. Check and order stocks daily to maintain a fully stocked store. 2. To assist find out the suppliers who are able to provide the cheapest cost of products which can minimize the company's cost. 3. Receiving, storing and arrange the delivery of large amount of stocks. 4. To explain products in order to persuade customers to purchase. 5. To assist quote price and prepare invoice to the customers.

Company Name	: Delta Logistics Pte Ltd
Position	: Operations Controller
Time Frame	: December 2017-February 2022
Responsibilities	<ol style="list-style-type: none"> 1. Arrange daily job to driver (import , export , return and collection) when on duty 2. Assist controller when off duty (solve driver movement problem , collection problem , return problem , parking problem) 3. Process portnet for import and export 4. Check , reply and print out customer job from email 5. Assist customer check portnet release and vessel ETA 6. Close job when container is returned daily 7. Update and record chassis daily 8. Arrange chassis and vehicle inspection before due date 9. Check driver trip form every week , make sure they wont any how record their trip 10. Report to boss container volume every month , help him take good care to customer , assist him to notice which customer volume less this month and find out what happened 11. Solve argument from driver to driver 12. Be fair and equal to every driver when arrange job

Additional Skills

1. Computer Skills

- Proficient in Microsoft Word ,Excel ,Google Drive , Microsoft Power Point Portnet , Jurong port online , All yard return and collect system

2. Language Competency

- Bahasa Malaysia - Good
- English - Good
- Mandarin - Excellent
- Hokkien - Excellent

3. Others

- Excellent interpersonal skills
- Good communication skills

References