

## BACHELOR OF LOGISTICS AND TRANSPORTATION

### CERTIFICATE

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INTERNATIONAL MARITIME  
DANGEROUS GOODS CODE COURSE  
(AMENDMENT 39-18)

### PERSONAL SKILLS

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- *Practical, hand on and a can-do culture*
- *Strong analytical, problem-solving, priority-setting*
- *Meticulous, Responsible*
- *Outgoing, Team player with positive attitude*

### LANGUAGES

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ENGLISH

CHINESE

MALAY

## EDUCATION BACKGROUND

**BACHELOR DEGREE OF BUSINESS ADMINISTRATION  
(LOGISTICS AND TRANSPORTATION)**  
2014-2018 UNIVERSITI UTARA MALAYSIA

**SIJIL TINGGI PERSEKOLAHAN MALAYSIA (STPM)**  
2012-2013 SMK TENGGU MAHMUD ISKANDAR

**SIJIL PELAJARAN MALAYSIA (SPM)**  
2007-2011 SMK PEI HWA

## EXPERIENCE

**Jan 2019-Present      Bertschi Global Singapore Pte Ltd**  
**Bt.Batok, Singapore**  
(Logistics Operation Executive)

- ISOtank operation/ data entry into Workflow system
- Execute logistics operations with suppliers/ customers/ freight forwarders on imports/exports shipment
- Procurement on sea freight
- Arrange booking/ shipping documentation
- Liaise and coordinate with outsource warehouse for DG/ NDG storage
- Liaise with Tech/ depot/ surveyor regarding testing, repairing and damage claims
- Inventory update/ report
- Invoicing/ Filling

**Feb-Jun 2018      Harvest Logistics Service Co. Ltd**  
**Taoyuan, Taiwan**  
(Internship/ Logistics Trainee)

- Liaise with suppliers/ forwarders
- DO for daily deliveries
- Warehouse operation on receiving and receipting inbound shipments/ picking and packing of outbound shipments
- Coordinate with hauler and warehouse on inbound/ outbound processes
- Monitor inventory/ monthly stock take
- Daily closing/ Invoicing/ Filling
- Weekly/monthly backlog and KPI reports