

Mobile:
Email:
Date of Birth:
Nationality:
Address:
Language Proficiency:

JOB OBJECTIVE

To seek for a challenging working environment that provides a learning platform and opportunity to contribute my current knowledge and skills.

EDUCATION

2014 –2016	Asia Pacific University, Kuala Lumpur. Diploma in Information and Communications Technology Specialization in Software Engineering
2009 - 2013	Sekolah Menengah Kebangsaan Banang Jaya General Education Sijil Pelajaran Malaysia (O-Level) with 1 Distinction and 4 Credits

Jun 2021 – Present

Operation Executive, Import Geodis Singapore Pte Ltd

- Monitor and coordinate inbound shipments for customers, in line with (CS)SOP, GW and industry policies and procedures, in order to ensure customer satisfaction.
- Handling import shipment but not limited to LCL and FCL
- Coordinate with customer and transport to ensure cargo deliver on time/meet customer requirement & expectation
- Understanding of shipping incoterm
- Communicate with origin for import document and ensure document meet Customs requirement
- Proficient on tradenet and cargowise
- Monitor and proactively track shipments over hundred of import shipment monthly
- Ensure billing on time to meet company KPI

Jun 2019 – Jun 2021

Operation Executive Pentagon Freight Services (S) Pte Ltd

- Sourcing rates for quote of sea and land freight but no limited to LCL, FCL, OOG and Breakbulk
- Scheduling and coordination of international sea and land freight transactions
- Understanding of shipping incoterm

- Experienced in declaring of permit including strategy permit
- Proficient on tradenet and cargowise
- Ensures freight transactions are selected based on company objectives for cost and delivery
- Prepares Import/Export documentation including but not limited to Letters of Credit, Shipping Letter of Instruction, invoices and packing lists
- Coordinate and arrange the collection/deliveries of ship's spares from/to vessels
- Liaise with customers on their shipping and logistical requirements
- Coordinate and organize the ground logistics with 3rd party service provider
- Conduct physical cargoes check, marks, label on cargoes received

April 2017 – May 2019
Operation and Sales Executive

Kang Li Far East Pte Ltd/TGA Pte Ltd
Sales

- Liaise with overseas customer/vessel, captain and chief engineer to identify ship spares and generate a quote
- Communicate with logistics and warehouse team to meet customer schedule requirement

Operation

- Able to communicate with vessel/rig for technical troubleshooting
- Arrange transport for smooth operation and assign engineer for troubleshooting onboard
- Liaise with overseas customer/vessel, captain and chief engineer to preforming Services and commissioning
- Identify and ensure problem can be fixed in short period of time

SPECIAL SKILLS, AWARDS AND ACHIEVEMENT

Proficient in Microsoft Office, Microsoft Excel, Microsoft PowerPoint and Microsoft Access
 Knowledge in developing software and website by using programming C, Java, VB.net, html, CSS and JavaScript.

Class D driving license holder

CCA

Name of CCA

English Club

Position held

Member

Year

2012- 2013

PERSONAL INTEREST

- Traveling
- Reading

- Exercising