

Full name  
Email  
HP No.  
D.O.B

Address  
  
Nationality  
Marital Status

## CAREER OBJECTIVE

I am eager, motivated and excited to embark on a journey to learn and gain new experiences. Not afraid of trying or failing, I look forward to join an organization which provides opportunities for dynamic growth and experiences.

## WORK EXPERIENCE

### **British American Tobacco (S) Pte Ltd (Apr 2021 – Dec 2021)** **Material Planner**

- Plan and purchase wrapping materials (WMs) as per globally agreed planning processes for smooth operation of all the factories within the region (as assigned), ensuring that strong relationships are established, developed and maintained with Regional Global procurement as well as with major suppliers to achieve the business objectives.
- Responsible for maintaining ERP system set up, e.g. MRP set up, planning parameters, in line with processes to establish appropriate batch sizes, delivery frequency, delivery at the right time for robust supply of WMs to the factories while reducing write offs, optimizing working capital and facilitating balanced cash flow across the year.
- Ensure WMs Stock Holding Policy across all commodities is implemented, constantly revised and improved in order to drive continuous Working Capital optimization for factories, while improving availability On Time In Full.
- Ensure security and flexibility of WMs supply including appropriate quality of WMs delivered, required speed of innovation products introduction supported, reduction of complexities low overall cost.
- Support the implementation of WMs commodity strategies in agreement with Regional Operations and in line with Global commodity strategies.
- Take responsibility for managing WMs write off policy and practical application within the responsible factories, reporting impacts on a monthly basis.
- Actively participate in meetings and support harmonization of processes across related factories.

### **Reason for Leaving: Contract Position**

### **Duracell Singapore Pte Ltd (Apr 2020 – Dec 2020)** **Compliance & Innovation Executive**

- Working closely with Global and Regional Artwork Resources and ensure projects will be execute on a timely manner.
- Working closely with Material Process Delivery on all artwork development of all packaging requirement.
- To oversee all artwork process from artwork brief to release to printer.
- Responsible in managing all artwork schedule, based on agreed timeline with initiative leader and Supply Chain Leader and to communicate on any delays.
- To work proactively with Supply Chain Leader/ GPS/ QA/ 3rd party manufactures to ensure that all packaging materials are created/ changed according to the client requirements and within the agreed schedule.
- Ensure that all regulatory, claims are legally approved, working with translation agency on specific market requirements, checking and approving of amendments to existing or new packaging.
- Ensures the timely transfer of information externally through DAX/Ensure system (Artwork Studio, 3rd party suppliers etc.) and internally.
- Liaise with artwork studio to address and resolve artwork related issues.
- To maintain data repository that tracks details and changes on SKU and artwork.
- To track artwork spent, actual, vs budgeted.

**iNova Pharmaceuticals (Mar 2018 – Dec 2018)****Artwork & Packaging Planner**

- Timely artwork planning and execution for all new and/or revised specifications through alignment with Quality, Supply Planners, Marketing, Regulatory teams, etc.
- Leading end-to-end packaging processes from submission to market, ensuring quality compliance.
- Developing and maintaining of relationship with relevant stakeholders in especially in artwork design and planning.
- Evaluating and managing all artwork related files, prints and supporting materials in a master/project.
- Support new product introductions.

**Levi Strauss Asia Pacific Division Pte Ltd (Nov 2017 – Feb 2018)****Retail Allocator**

- Use inputs from sizing team to and historical performance to update allocation parameters to optimize store sell through.
- Develop accurate inventory flow forecasts that support business strategies.
- Execute allocation strategies to optimize inventory, including new store assortments and replenishment.
- Execute inventory activities to capitalize on opportunities.
- Recommend and execute exception management and size balancing activities to ensure customer demands are met.
- Conduct quantitative analysis and insights to optimize inventory deployment – monetize new opportunities and identify risks.

**Applied Mesh Pte Ltd (Apr 2017 – Sep 2017)****Sales & Marketing Executive**

- Prospect, propose and sign-up F&B merchants through cold calling, telesales and any other methods required.
- Build and manage relationships with multiple F&B merchants.
- Work with Support Team for onboarding of merchants.
- Work with partners to plan and execute marketing strategies to encourage the usage of company products.

**Procter & Gamble (S) Pte Ltd (Aug 2015 – Mar 2017)****Site Integrated Planner**

- Daily communication with the plant – daily direction settings, highlighting critical actions and risks and reporting service levels.
- Maintains master data in SAP in accordance with the Plant Operating Strategy System and performing regular audits.
- Develops valid production schedules for finished products in SAP and communicating with Site Operations to resolves conflicting priorities.
- Manages run-out, discontinued and obsolete materials.
- Identifies critical supply constraints and develops action plans to avoid service impacts.

**Procter & Gamble (S) Pte Ltd (Sep 2012 – Jul 2015)****Artwork Planner**

- Close tracking of effectiveness of the artwork process and managing of timelines to ensure that deliverables are met and critical milestones of projects are not missed.
- Leading project teams on Artwork schedule and ensure that artwork is delivered on time.
- Develop packaging to launch regulatory compliance products into markets and to ensure all configurations are met for each market.
- Adhere to global branding guideline and specifications to ensure quality is met.
- Facilitate artwork meetings to escalate and highlight issues early for help from management.
- Lead copy improvement work with Artwork Studio.
- Leads artwork sub-process final artwork assembly Daily Management Systems/ improvement.
- Interaction with relevant parties – Design Delivery Services team, Marketing, Artwork Studio, Country regulatory team to get job done.
- Owns supplier relationships.

## **InnoForm Media Pte Ltd (Apr 2011 – Aug 2012)**

### **Product & Marketing Executive**

- Research and prepare job brief for designers to do up artworks for packaging and disc faces of DVD, liaise with licensor for artwork approvals and designers to amend artworks before checking final artwork to send for print.
- Loan master tapes from licensor for production and apply for video exemption from MDA, liaise with and facilitate production lab technicians for final product of DVD, check and send master disc for replication after approval.
- Liaise with Hong Kong and production lab for dubbing and adding Chinese subtitles (when required for certain titles) and prepare artwork and video master discs for Hong Kong & Malaysia.
- Liaise with Sales team for Point-of-Sale Displays island-wide.
- Arrange for promotional pages/contests with media & partners, tap on their database to build our database through collaboration.
- Facilitate advertising on various medias.
- Prepare and send out Sales Sheets to Sales team & related colleagues.
- Prepare, send, and follow up on Media Releases for media coverage.
- Prepare and help out at Exhibitions/Fairs – help with set up of area and displays, devise promotions with Sales team, promoting of DVDs during fair.
- Brief designers on titles we wish to promote and what image and text to include in artwork for e-store banners.
- Successfully held facebook campaign for members engagement.

## **IBM Singapore Pte Ltd (Mar 2010 – Mar 2011)**

### **Sales Operations Specialist**

- Consolidation of country pipeline reports.
- Close tracking of countries' orders and escalation support when required.
- Close tracking of AP or Worldwide initiative programs.
- Interaction with relevant parties - Country CSO team, Sales Ops, F & P to get job done.
- Provide general admin support to the operational needs of the department.
- Provide support, data selection and coordination.

## **EDUCATION HISTORY**

Course	Institution	Year of Passing
Degree in Bachelor of Science in Business	Singapore Institute of Management	2009
GCE "A" Level	Serangoon Junior College	2005
GCE "O" Level	Anglican High School	2003
PSLE	Chong Zheng Primary School	1999

## **KEY SKILLS**

- Speak and write fluent English and Mandarin
- SAP
- MS Office Package (Excel: V-lookup, Pivot Table, Words, PowerPoint)
- Teamwork
- Interpersonal Skills
- Project Management