

PROFESSIONAL SUMMARY

- Skilled in working under pressure and adapting to new situations and challenges to best enhance the organizational brand.
- Organized and dependable candidate successful at managing multiple priorities with a positive attitude.
- Willingness to take on added responsibilities to meet team goals.
- Worked closely with internal partners, and adopted new functional technology to meet preset goals and objectives.

WORK HISTORY

PANASONIC ASIA PACIFIC PTE. LTD - Logistics Executive

SINGAPORE • 05/2017 - Current

Export operation

Managed shipping procedure for Panasonic factories and sales companies for spare parts and cold chain product.

- Planning and management of transportation mode for each shipment based on customer requirement, rates, transit time, route and more to avoid waste in freight spending.
- Coordinate consolidation of shipment between factories to customer or consolidation of shipment between spare parts with finish goods product to ensure customer allocation and capacity commitment
- To make booking (Air/Sea freight, courier and truck) from factories to customers
- Issue Shipping Instruction (SI), Delivery Note (DO) and invoices to relevant parties
- Checking of shipping documents ie. Airway bill, Seaway bill, LC, etc
- Providing invoice and packing list to customers for custom clearance
- Basic knowledge of DG cargo, application of Certificate of Origin (COO) through SICC eCO websites and export document.
- Handle customer enquiries such as updating of stock readiness and delivery date to customers
- Problem solving for damage or missing cargo.



SKILLS

- Microsoft Office (Excel, Word, PowerPoint)
- Microsoft Outlook
- TradeNet
- SQL Server Reporting Services (SSRS)

EDUCATION

KAPLAN HIGHER EDUCATION ACADEMY

Singapore • 04/2016

DIPLOMA LOGISTICS AND SUPPLY CHAIN

MANAGEMENT: LOGISTICS AND SUPPLY CHAIN MANAGEMENT

- To serve as communication point between customers and factories when required

Import operation

- Responsible for handling imports operations to Sales Companies in Singapore
- Declare import permit with proper HS code (Harmonied System Code) through TradeNet
- Prepare necessary import documents, monitor shipments to ensure timely delivery
- Arrange delivery with haulier
- Perform daily data entry duties into operating system
- Verify tax invoice from service provider

Q&M DENTAL GROUP - Dental Assistant

SINGAPORE • 09/2011 - 04/2017

- Cleaned and sanitized dental tools and equipment, straightened treatment rooms and restocked supplies to prep for next patient and maintain health and safety practices.
- Performed general chair-side duties to assist with various general procedures as well as specialist procedures including ortho, endo, paedo and oral surgery.
- Assist in performing dental X-rays and prepared patient X-rays and images for review by dentist.
- Explained treatment procedures and instructed patients on home care guidelines.
- Registration and scheduled appointments, prepared bills and received payment for dental services by completing medisave, insurance forms, verifying insurance information and maintaining records.