

Required notice: 1 Month
Expected Salary: SGD 4,200

Personal Profile

- Able to work under pressure have good initiative to carry out tasks with minimal supervision.
- Willing to sacrifice times and space. Goal oriented.
- Possess comprehensive knowledge of Microsoft Word, Excel, and Outlook.

Enlisted into NS - 30 July 2010 to 29 May 2012

- Served as a Supply Assistant (General Equipment) in HQ 4SAB, QM Branch.

Job scope comprises of working with personnel from different unit and branches, assists the QM, RQ and GE IC in handling request for loans and issuing items

Exercise Wallaby, (6Weeks) Of 2011 - Oversea Exercise

- To support Army brigade on Loaning, Stock Taking, Return of Equipment's and Indenting of food for Rationing.

NS relevant qualities and competencies testimonial:

Capable and independent individual as well as leadership qualities by motivating his peers and guiding them while executing given tasks. He often takes initiative to carry out his tasks with minimal supervision. He has been an asset to his company during his tour of duty and is well-poised to excel in his future endeavor's. A sensible person who knows that diligence and consistency of purpose are important to one's success.

Work Experience

CWT Globelink Pte Ltd

Junior Executive Pricing & DG section, May 2014 - June 2019

- Running weekly and monthly Teu report to bosses.
- Monitoring cargo volumes which drop and inform Manager.
- Calculating Transshipment costing for coming month selling rate revision on the last week of the month according to the latest costing sheet provided by Export Department and usually by monthly basis and update information such as Rules and Regulation.
- Calculating Special Transshipment costing for reviewing certain agents/offices which required Tariff in quarterly.
- Checking on SDS provided and advise agents the correct Technical Name for them to declare.
- Calculating DG 2 Ocean Freight costing for coming month selling rate revision on the last week of the month according to the latest costing sheet provided by Export Department and usually by monthly basis.
- Calculating different kind of DG Tariff to suit different kind of shipments such as Freehand, Nomination, Ex Singapore, China NVOCC (**Non-Vessel Operating Common Carrier**) and etc.
- Finding out every POD destination charges and convert it into an Excel sheet to provide POL agents.

Transshipment Section

- Handling shipments that nominated by buyer/ or shipping agent at destination (POD).
- Assisting in inquiry for Ex-work charges and Dangerous Goods.
- Quoting POD agents Out of Gauge Surcharges & DG Surcharge incur in Singapore.
- Handling High density charge basing on weight ratio.
- Arranging return shipment, Non-stackable and Re-palletize shipments.
- Handling issue of billing dispute on nomination rate, EXW and other charges billed by POL & Place of received.

Import Section

- Sending Arrival Notice to Customer, Process import documents to customers.
- Handling all enquires with regards to import shipments by email and calls.
- Correspondence with overseas agent on dispute matters.
- Quote DDU to agents/offices and liaise with transporter for delivery upon cargo arrival.

CMS Logistics Group(s) Pte Ltd

Executive, Jun 2017 - April 2018

Transshipment Section

- Handling all Transshipment Tariff and ensure to be send out before every month end.
- Monitoring of monthly volume from Origin to promote special rates on the next upcoming Tariff to POL.
- Quoting Origin agents Out of Gauge Surcharges, Heavy lift and etc..
- Handling all daily inquiry and ensure smooth process throughout the shipments.
- Calculating Destination charges require from POL to Match their competitive rates.
- Co-loader shipments to others consolidator and comparing of their rates.

Eastern Oriental Singapore Pte Ltd

Import & Transshipment Manager, July 2019 – June 2020

Import & Transshipment Section

- Handling of all shipments that nominated shipments of sales person & destination agent's
- Handling incoming container from Origin agents consol to Singapore.
- Discussing the terms & agreement with new develop agent oversea and maintain good relationship.
- Manage and arrange Door delivery with local transporter.
- Study/Review on monthly market selling rates to decide on upcoming promoting lanes

GMC Group Pte Ltd

Assistant Operations Manager / Sales Executive, July 2020 – April 2021

Operations & Sales Section (Transportation & warehousing)

- Handle all warehouse services such as Warehouse Management, Stock inventory control, Quotation & etc.
- Managing of drivers for all Local and KD clearance delivery on daily schedule for loose cargo delivery.
- Ensure smooth order process flow from start to end and rendering full support to the Corporate Sales Team
- Handle all sales orders including manual order entries, processing, releasing orders to warehouse for processing and arranging local/export shipments
- Coordinate with the warehouse team on all export shipments preparation.

Real Time Forwarding Pte Ltd

Senior Sales *Executive*, May 2021 – Present

- Serves customers by selling/promoting company services and meeting customer logistics service's needs.
- Making cold calls & door knock to bring in new accounts to company
- Keeps management informed by submitting activity and results reports, such as daily call reports, weekly work plans, and monthly and annual territory analyses
- Monitors competition by gathering current marketplace information on pricing, products & delivery schedules.
- Resolves customer complaints by investigating problems & advise developing solutions.

Education

- ITE College East (Simei) - *In Facilities And Technology*
- Hai Sing Catholic School - *N" Level*
- Griffiths Primary School - *PSLE*

Additional Skills

- Proficient in Microsoft Office.
- Basic Computer Literate, Window and Mac user.
- Well Spoken in English and Mandarin.
- Attended DG IMDG Course (AMENDMENT 37-14) on 28 October 2015 to 30 October 2015. (On Last page)