
Career Objective

Seeking a challenging position in an industry where I will be able to use my leadership abilities to tackle problems in various dynamic situations while managing a team of capable colleagues. I would also like to provide my service by using excellent problem solving skills whilst seeking opportunities and growth in a progress-oriented organization.

Education

2011 Republic Polytechnic

Diploma in Outdoor Adventure Learning

2007 Hong Kah Secondary School

GCE 'O' Level

2002 Shuqun Primary School

PSLE

Skills Summary

Software Skills: Conversant with Microsoft Office Suite

Language Skills: Fluent in spoken and written English and Malay. Able to understand simple Mandarin.

Miscellaneous Skills: Certified First Aider (CPR + AED Trained). Certified 1 Star Kayaking.

Administration: Primed to handle documents varying from audits, investigations as well as data report and analysis. Regularly handles administrative work. Experienced in presenting valuable data and information that provides solutions or the next course of action.

Working Experience

Sept 2020 – Present: Ministry of Manpower (MOM)

Assurance, Care, Engagement (ACE) Group – Housing Officer

As a Non-Healthcare Frontliner, Housing officers under ACE Group are part of the team to Main duties also include to act swiftly for any Covid-19 operations within the migrant workers dormitories or lodgings. This is the duty to ensure the well-being of Migrant Workers in Singapore.

During emergent of Covid-19 cases, Housing officers will be the first responders on the ground to work with the dormitory operators and employer to take the needed action such as isolating the effected migrant worker.

Housing officers provide first response to any migrant worker issues. It ranges from employment matters to salary issues where being a initial mediator between migrant workers and employers before it is escalated higher.

Mar 2019 – Aug 2020: Wareesan Management Pte Ltd

Operations Office – Senior Field Associate

Wareesan Management is a subsidiary of Warees Invesments Pte Ltd dealing with government project from National Environment Agency (NEA) and Islamic Religious Council of Singapore (MUIS). Currently tasked to oversee the day management of Exhumation of Muslim Graves.

Key responsibility to assist Next of Kin and Claimants of the deceased to ensure smooth transition of the exhumation to reburial of remains. Other major roles given to provide procurement service for the company and operations planning for future operations. In this capacity was also tasked to be in the innovation team to push forward mechanisation in digging of graves.

Other administrative roles are daily and monthly reports for the Management perusal and assisting in payments for vendors and other service providers.

Oct 2014 – Mar 2019: Certis CISCO Secure Logistic Pte Ltd

Certis CISCO Secure Logistic Pte Ltd – Head Operations Office – Operations Control

Dealing with Cash and Valuables (Cash in Transit/ Cash Processing Operations), the role requires a highly level of confidentiality in dealing with day to day operations. Handling delivery of secured valuables to replenishment of ATM is just to name a few of the businesses that the department is dealing with.

The key responsibility is to provide Management support to incidences that happen during operations. As the company runs on 24/7 operations, the need to ensure that operations do not stop or fail as there would be impact and implication to customer. As a management staff that runs on rotating shift, this equates to being the first management staff to respond to any operation impact or events that might occur in which the need to execute Business Continuity Plan (BCP) should the primary systems fails and the need to transit to the secondary plan for operation to continue. On normal operation days, the opportunity in conducting BCP exercises to ensure the department is ready should any primary system fail and ensure staff currency and familiarisation in its execution.

In this capacity, was given the task to conduct supervisory checks to ensure that the ground staff adheres to the Standard Operation Procedures and providing the check and balance in the cash accounts. Opportunity was given in this role to review the departments' directive to ensure that is

updated to the most current in relation to company operations. Secondary roles include collating of data and providing administrative support such as doing up reports for C-suite perusal.

**2011 Nov – 2014 Apr: Singapore Armed Forces (SAF) / Singapore Police Force (SPF)
Full Time National Service – Police Coast Guard – Assistant Navigation Officer**

Enlisted into SAF and undergo basic military training at Pulau Tekong. Upon completion of Basic Military Training, was transferred to SPF to undergo Officer Cadet School and was appointed as National Service Probationary Inspector.

After completion of Officer Cadet School, was then posted to Police Coast Guard as a Patrol Officer holding the appointment of Assistant Navigation Officer. In the capacity of Assistant Navigation Officer, was in charge of the Navigation and Communication systems on board patrol ship. Assisting the Navigation Officer and Commanding Officer, to supervise a pool of National Servicemen as well. Was part of a team that sailed from Singapore to Brunei in a bilateral exercise involving Singapore Police Coast Guard and Brunei Marine Police. Was also part of a live firing project to enhance the execution of live firing out at the open seas.

Other participation, was apart of Singapore Police Coast Guard Dragon Boat team and clinch the top honours during Inter Police Division Sea Sports competition for 2 years in a row.

2010 Oct – 2011 Apr: Innotrek Pte Ltd

Intern – Operations - Camp Chief

2011 Apr – 2011 Nov: Innotrek Pte Ltd

Part Time Trainer – Operations - Camp Chief

Involved in running camps and training ranging from Primary School Students to Secondary School Students. Liaise with teachers in conducting of camps for their students and ensuring objectives met during the running of camp activities. In charge in overseeing a pool of trainers and equip them with debriefing styles and skills to ensure a certain level of competency in conducting activities. Later was given the opportunity to conduct training for corporate companies in doing team building activities. At this platform, chance was given to practice inculcating different type of soft skills to participants.

Awards/Certificates

Singapore Police Force

Certificate of Completion, Police Officer Basic Course – 2012

Certificate of Appointment, Officers' Cadet Course (National Service Probationary Inspector) – 2012

Certificate of Promotion, Singapore Police Force (National Service Inspector) – 2013

Commanders Award, Singapore Police Coast Guard, – 2013,2014

Commendation Award, Singapore Police Force, by Commissioner of Police – 2014

Republic Polytechnic

Certificate of Achievement – 1 Star Kayak - 2011

Hong Kah Secondary

Overall National Cadet Corps - Best Cadet - 2007

Colours Award – Exemplary in CCA Contribution - 2007

Co-curricular Activities

Republic Polytechnic

RP Silat Team (Member) 2008 - 2011

National Cadet Corps (Cadet Officer) 2008 - 2011

Hong Kah Secondary

National Cadet Corps (Unit Sergeant Major) 2004 - 2007

Student Council (Executive Committee) 2005 - 2007

Hobbies & Interests

Travelling, Bowling, Baking, Master of Ceremony (Emcee)
