

**Profile:**

5 years of experience in Logistics Industry.

**Work Experience:**

**OMNI All In (S) Pte Ltd**  
**July 2017 – Present**

**Receiving/Shipping Coordinator/ Expediter (Analog Devices Inc)**

- Communicates with Customer Service Representatives/Product Planners through email / phone call.
- Arranges/Controls urgent orders of the day.
- Ensures urgent/specific requests are well executed.
- Responsible for Expedite Email Requests.
- Processing orders and deliveries via web portal and providing support for customer's immediate needs.
- Inputting and downloading orders through web portal and to provide timely support and customer service to existing customers.
- Executing operation from item orders to receiving and shipping.
- Creating item list for delivery and maintains stock inventory of supplies.
- Generating invoices and packing list in line with customer requests and needs.
- Liaising and coordinating with other divisions internally regarding customers request and delivery.
- Handling a compliance role in requesting and coordinating with customers and Singapore customs regarding the strategic permits needed for the shipments.
- Preparation and transmittal of summarized accurate reports required for business strategy.
- Other ad-hoc duties as to and when needed.

**OMNI All In (S) Pte Ltd**  
**December 2015 – July 2017**

**Inventory Controller/Shipping Coordinator (Starhub)**

- Monitoring inventory levels and replenishing stock as needed.
- Liaising and negotiating with vendors and suppliers to ensure the quality of stock purchases.
- Coordinating the logistics of purchase orders, stock transfers, deliveries, tagging, and processing.
- Forecasting supply and demand requirements to ensure stock availability.
- Tracking inbound and outbound orders to prevent overstocking and out-of-stock.
- Analyzing and reviewing supply chain data to identify and resolve issues.
- Generating purchase and pricing reports, supply chain analysis, and inventory management systems.
- Performing regular stock checks and reporting any issues to the supervisor.
- Maintaining and updating records of purchase orders, pricing reports, and inventory records.

## **EDUCATION**

### **Bachelor's Degree**

Bachelor of Arts

Major in Legal Studies (2009-2013)

University of the Philippines Metro Manila, Philippines

## **PERSONAL BACKGROUND**

### **Software Knowhow:**

Microsoft Office, Microsoft Excel and Microsoft Powerpoint, SAP, and WMS

### **Special Skills:**

Ability to work independently and good team player

Good Communication Skills

Excellent Interpersonal Skills, and aptitude

Willing to learn to new things

**Availability: Immediate**