

Education:**Kaplan Higher Learning Institute**

Bachelor of Arts in Web Communications & Management

2020-Present

Diploma in Mass Communications

2017-2018

Temasek Polytechnic

Diploma in Interactive Media Informatics

2010 – 2013

Professional Experience:

Smart City Kitchens

May 2020-Present

Shift Operations Lead

As an Operations lead, we are tasked with day to day operations on site and other administrative responsibilities. We are the point of contact during onboarding/offboarding of new vendors to our site and are responsible in relaying and communicating any concerns of our licencees to the relevant departments. It is also our responsibility to identify bottlenecks or potential issue and seek resolution to ensure smooth operational flow. This position also entails a few other task on a regular or adhoc basis and it is as listed below.

- Weekly rostering
- Facility upkeep(cleanliness, safety measures, general maintenance)
- Onboarding (making sure all the necessary forms and license's are in place before start of operation, floor-plan, emenu set up, liaising with account manager for licensees needs and assisting in general enquiries)
- Off-boarding (restoration of space, returning of equipments and cancelling of the licenses)
- Generating memos for any situation such as scheduled/maintenance works, POC for contractors
- Understanding of basic electrical/exhaust and plumbing system for kitchen facility
- Understanding of F&B operations
- Daily sales and report
(Recording of sales of all the kitchen/vendors and sending in daily report of sales volume/Gmv and general facility report)

Heygroup Singapore**April 2020 – Nov 2020*****Production/marketing executive***

As a Production & Marketing executive, the primary focus is to conceptualizing and execute campaigns ranging from Print Media to Digital content. The jobscope involves production of graphic assets to videography and clients range from consumer (F&B, Product promo etc) to corporate (Business presentations, digital seminars) levels. Most projects requires involvement in the end to end process of the campaign in both managing and planning to execution on the ground level (Producer, Directing and logistics). The primary focus of the job are as listed below.

- Concept generation
- Liaising with vendors and clients to meet production & campaign needs
- Running social media campaigns and SEO
- Equipment logging
- Video editing
- Camera/ lighting/ sound operation
- Designing of graphic assets

Sony Pictures And Television**April 2018 – March 2020*****Broadcast Officer***

As a broadcasting Officer, the job involves multiple roles that requires both technical and management skills. Due to the nature of the job, being detailed orientated and efficient during QC process and trouble-shooting is vital. The jobscope is often time sensitive as we handle live events and assets that are received and processed in a short time window. An eye for technical or design discrepancies has to be instilled to ensure that materials are aired as intended. Below are some of the requirements of a broadcasting officer.

- QC of Content & Materials (movies, tv shows and commercials, promo)
- Troubleshooting when Content issues occurs
- Managing and receiving high traffic of content on a daily
- Managing storage system from Network based, File and Tape Storage
- Archiving of promo/commercial & marketing content
- On-air technical presentation of International Networks in the Asia region
- Monitor technical subtitling materials
- Monitor channels to ensure regulatory compliance
- Maintain program and transmission logs, execute, edit and update.

Studio Lab**July 2016 - October 2017*****Project Coordinator***

- Handle client enquiries on project
- Liaise with designers to meet clients' needs
- Handle quotations on design projects
- Assist and keep track of projects progress

AVIS Supply & Logistic**September 2015 – June 2016*****Operations Assistant******(ALT Pizza)***

- Handling day to day operations such as workers attendance and conduct
- Scheduling work shifts on weekly basis
- Conduct recruitment for part-timers

- Assisting in financial matters regarding to salary

National Service - Store man**August 2013 - June 2015****Comms Store Assistant**

- Responsible for maintaining Comms Equipment
- Stocktaking
- Issued and sent service request of equipment
- Tracked and filed equipment documents

P e r s o n a l

Fluent in English and Malay language. Keen Interest in project management, Operations & man-management . Passionate in food,media & technology. Self-trained, semi-professional competency in Adobe Creative Suites, Final Cut, Microsoft Office (Word, Excel, PowerPoint). Enjoys Photography, videography, playing the Guitar and Piano.