

# Logistics Officer (Import / Ex- port)

## Personal Information



## Vehicle License: Class 2B (Completed)



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## Self-Introduction

A Strict, exceptionally meticulous and well spoken individual. When work needs to be done, the work will get done at the highest of order regardless of the guidance or expertise needed. I personally believe that one of or actually the most crucial quality that one can obtain and execute is the ability to build and sustain professional relationships . I will go above and beyond to please my customers and clients to construct a strong rapport.

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## Academic Education

### 1.) GCE O Levels/ Yusof Ishak Secondary School

JANUARY 2005 - NOVEMBER 2009

English, Mathematics, Science (Physics & Chem), Literature, History

### 2.) NITEC IN MECHATRONICS / ITE College West

JANUARY 2012 - NOVEMBER 2013

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## National Service

## **Singapore Armed Forces (2<sup>nd</sup> battalion, Singapore Infantry Regiment)**

Section 2<sup>nd</sup> in-command

June 2014 – June 2016

- In charge of a section consisting of 8-10 soldiers
- Oversee the instructions from section/platoon commander
- Responsibility to execute the duty handed down by commanders
- Assist the section commander
- Ensure that the section understands their individual responsibilities
- To guide and aid the section in completing tasks given

### **Activities**

- Involved in Operation White Light / State Funeral for founding Prime Minister Lee Kuan Yuan Yew - setting up crowd management.
- SG50 Ticketing Booth (*only platoon in Singapore*) - crowd management, and ticketing responsibilities.
- SG50 previews and National Day Parade - crowd management, and traffic control
- Exercise lightning strike – bilateral combat training exercise with the US ARMY (2<sup>nd</sup> squadron 14<sup>th</sup> cavalry, 2<sup>nd</sup> stryker brigade combat team, 25<sup>th</sup> infantry division)

### **Achievements**

- Charlie Company Most Improved Soldier for PTP Phase (NSF)
- Charlie Company Best Soldier for ATEC Phase (NSF)
- Charlie Company Best Soldier 2019 (NSmen)

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## Career Experience

(Full Time)

### **Nippon Express Singapore Pte Ltd** / 3PL Logistics (customer service) Officer

Main PIC in Singapore for 3PL operations for Kobelco Construction Machinery Southeast Asia Co., Ltd (Thailand) & Kobelco Construction Machinery Co., Ltd (Japan)

MARCH 2018 - PRESENT

#### **Export Operations**

- Able to use SAP, AS400 and Portnet
- Lead and guide a small team to arrange export shipments via Ocean, Air, Courier service to overseas consignees and in-land transportation to local consignees
- Liaise with forwarders for Ocean and Air bookings.
- FCL shipments - Arrange containers to be trucked into the warehouse, stuffed and trucked out to port within the stipulated time frame.
- Engaging fumigation services for goods being shipped to countries that require ISPM treatment for wood packaging materials.
- Application of customs export permit.
- Ensure 3PL customers are well informed and given timely updates on shipments.
- Goods Service Tax report and billing for local consignees.
- Application of Certificate Of Origin from Singapore Chambers of Commerce.
- RFQ and compare quotations against vessel schedules from various forwarders/carriers to determine the cheapest and fastest option.

#### **Import Operations**

- Liaise with local and overseas suppliers.
- Arrange trucks to collect goods at KD within the free storage period ( LCL ) , arrange for containers to be trucked out from port within the free demurrage period.
- Ensure that the warehouse team has completed physical checking if there are damages to the goods received.
- Raising disputes with insurance companies or surveyors if goods received are damaged and

- ensure payout is made within a stipulated time.
- Subsidiary Export Certificate for local imports that were exported within 60 days from time of supply (60 day exported rule under IRAS)

#### Miscellaneous

- Weekly & Monthly M3 reports to analyze the volume of shipments.
- Issuing purchase requisition to suppliers
- Monthly billing to suppliers, customers and consignees
- Daily and monthly attendance and overtime report for warehouse and office staffs.
- Monitoring and tracking the usage of warehouse materials

#### Promotions

*Employees of Nippon Express Singapore have to work a minimum of 2 years in the company before being able to be recommended for promotions.*

- 2020 - Logistics Clerk to Logistics Coordinator
- 2021 - Logistics Coordinator to Logistics Officer

#### **Royal T Group / Part-time Tea Bartender**

JUNE 2016 - DECEMBER 2017

- Handle operation activities (hands-on) such as Cashiering, Kitchen duties, and Tea making
- Involved in closing duties
- Attend to walk-in customers promptly
- Maintain cleanliness and tidiness in work areas
- Assist supervisor in stock taking / monitoring
- Handle delivery orders and arrangements

#### **Tengah Oil & Gas International Pte Ltd/ Diving Equipment Management**

2011 - 2012

- Responsible for the maintenance of all equipment
- Store management
- Collecting of equipment

- Assisting the project manager

**Long Far International/ Sales and Marketing Representative**

2010 - 2011

- Sales of products
- Research and identify customers for products
- Prepare and deliver presentations that explain products to customers and prospective customers
- Create sales contracts for products
- Visit prospective buyers at establishments to show samples or catalogs, and to inform them about product pricing, availability, and advantages
- Word of Mouth Marketing
- Managed to sell \$12,000 worth of products a month

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**Additional Knowledge Efficiency**

- Microsoft Office (Excel, Word, PowerPoint, Outlook) – Advanced
- AutoCAD – Amateur
- Adobe Photoshop – Intermediate
- Sony Vegas pro – Intermediate

- Language Proficiency

ENGLISH, TAMIL, MALAY - FLUENT

MANDARIN – FAIR

*DO GRANT ME AN INTERVIEW SO I CAN FURTHER ELABORATE MY SKILLS AND KNOWLEDGE.*

Thanks in advance.

