

**Agility Shipping Pte Ltd**  
**May 02, 2018 – Present**

**Operation Support Executive (Air/Sea Freight/Warehousing)**

- Receiving and processing shipment orders via telephone calls and web portal.
- Ensure orders are processed and shipped timely and accurately.
- Main contact person and work closely to ensure all import and exports of products are followed up and attended.
- Coordinate and liaise with Sales, Customer's and Operations on the shipment status and updates.
- Handle and prepare shipping documents. Ensures all documents is received and sent on time to respective points.
- Generating Daily/ Weekly manifest and reports. And ensuring data is in correct places.
- Attending Sales and Operations meeting, to ensure awareness of the environment and the process.
- Ensuring the smooth and efficient day to day activity and operations.
- Other ad-hoc duties as to and when needed.

**JSI Logistics (S) Pte Ltd**  
**August 23, 2012 – April 27, 2018**

**Order Control Coordinator (Analog Devices Inc)**

- Processing orders and deliveries via web portal and providing support for customer's immediate needs. Ensuring shipments are monitored and controlled based on Singapore Customs Law.
- 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.
- Making sure that all parts and shipments are to be screened from strategic parts and sanction countries in line with Singapore customs law.
- Participate in companywide program that aims to boosts sales target set by the company.
- Preparation and transmittal of summarized accurate reports required for business strategy.
- Other ad-hoc duties as to and when needed.

## **EDUCATION**

### **Bachelors Degree**

Bachelor of Science in Nursing (2007)

June 6, 2003 – May 30, 2007

Our Lady of Fatima University, Valenzuela City, Metro Manila, Philippines

## **PERSONAL BACKGROUND**

Software Knowhow:

**Microsoft Office, Microsoft Excel and Microsoft Powerpoint, SAP, Agility Control, Portnet, Jurong Port Online and WMS**

Special Skills:

**Ability to work independently and good team player**

**Good Communication Skills**

**Excellent Interpersonal Skills, and aptitude**