

EXPERIENCE

SINGAPORE CUSTOMS **HIGHER CUSTOMS OFFICER**

DECEMBER 2017 - PRESENT

Permits Compliance Officer

- Investigate and recommend enforcement actions for cases and appeals.
- Post-clearance documentation checks to verify proper permits and shipping documentation are declared for import, export, and transshipment in accordance with Customs law & regulation.
- Engaged PSA hauliers & Declarant Companies with regards to Customs regulations and procedures.
- Conduct on the job training for new officers.
- Group initiative on improving traders' response rate through the use of Behavioural Insights (BI).
- Budget day site inspection on companies under the Licensed Warehouse (LW) Scheme.

Sea Export Officer

- Analyse images of export containers using NII X-Ray machine to detect discrepancies and anomalies.
- Stationed in PSA Brani and Pasir Panjang.
- Conduct secondary inspection and detain containers where necessary.
- Liaise with traders for shipping documents pertaining to containers.
- Liaise with various agencies for Container Security Initiatives.
- Liaise with various agencies for suspected items under custody.
- On-site inspection of warehouses in Keppel Distripark.

Sea Terminal Officer

- Engage, assess, collect duties and GST from members of the public based on Customs Regulations.
- Protect revenue and prevent smuggling of goods that are subject to Duty and GST.
- Investigate and interview offenders for duty and GST evasion
- Ensuring daily transactions are balanced at the end of shifts.
- Team Rostering and deployment
- Assist in refund processing for overpayment/erroneous payment of duty and GST.
- Initiate projects to assist in streamlining of work operations.

EXPECTED SALARY

\$3800 - Negotiable

AVAILABILITY

1 Month Notice

KEY SKILLS

Ability to work under pressure
Self-motivated
Team Player
Adaptable
Analytical Thinking
Meticulous

TECHNICAL EXPERIENCE

Microsoft Office
HTML
PHP/ Javascript
Portnet
Tradenet
MYOB

LANGUAGES

ENGLISH
MALAY
BASIC CONVERSATIONAL
MANDARIN

DRIVING LICENCE

Class 2B & 3

REFERENCES

SINGAPORE CIVIL DEFENCE FORCE
SECTION COMMANDER

AUGUST 2015 - AUGUST 2017

- Trained to command a section of fire-fighters in fire and rescue incidents.
- Assist in operational survey and enforcement checks of premises for any fire safety hazards and advise accordingly.
- Conduct lessons and training for fire-fighters.
- Attend emergency calls by members of the public.
- Assist in the tracking of daily fire incident reports.
- Manage and handle personnel's personal protective equipment and send it for servicing.
- Dedicated standby for major government related events.

GOBBLERSHOP PTE LTD | MOOVE MEDIA
RETAIL/ONLINE OPERATIONS

APRIL 2014 - AUGUST 2014

- Manages the online sales portal of the company.
- Handles inventory management and inputting new items on the website.
- Packages and organizes sales orders before delivery of items.
- Ensures and coordinates a fair proportion of online sales with floor sales.
- Assist in placement of inventory in the warehouse.
- Assist with social enterprise events, E.g; Project Hand in Hand.

DBS BANK PTE LTD
BANK TELLER

OCTOBER 2011 - DECEMBER 2011

- Providing over-the-counter services for customers.
- Opening of accounts, deposits, withdrawals, funds transfer, issuance of cashier's order and other monetary transactions.
- Handling soiled or mutilated notes.
- Examining and verifying validity of customer's cheques.
- Promote and advise on the bank's products and services.
- Ensuring daily transactions are balanced at the end of shifts.

THE TIMBERLAND COMPANY | VF CORP
RETAIL ASSOCIATE

APRIL 2012 - JUNE 2015

- Attend to customer's queries and concerns of products.
- Recommend and advise on utilization and care of a product purchased.
- Promote in store promotions.
- Assist in product merchandising of the store.
- Manning the cashier and handling purchase transactions.
- Assist in managing the inventory of the store.

TOYS 'R' US | LI & FUNG
RETAIL ASSOCIATE

DECEMBER 2009 - MARCH 2012

- Attend to customer's queries and concerns of products
- Handles faulty items and exchanges if necessary.
- Replenish stocks on the sales floor.
- Assist in managing the inventory of the store.
- Assemble big ticket items at customer's premises, E.g; Playhouse, etc.

EDUCATION

SINGAPORE CIVIL DEFENCE FORCE
DIPLOMA IN EMERGENCY SERVICES

REPUBLIC POLYTECHNIC
DIPLOMA IN BUSINESS INFORMATION SYSTEM

INSTITUTE OF TECHNICAL EDUCATION
HIGHER NITEC IN BANKING SERVICES

PEICAI SECONDARY SCHOOL
'O' LEVELS

CERTIFICATES & ACCOLADES

SINGAPORE INSTITUTE OF MATERIALS MANAGEMENT (WSQ)
IMPORT AND EXPORT DOCUMENTATION ADMINISTRATION

BCS INTERNATIONAL COLLEGE
IMPORT-EXPORT DOCUMENTATION & PROCEDURES

SINGAPORE CUSTOMS
INNOVATION AWARD

TOP CRIMINAL JUSTICE CONSULTANCY
THE GUIDE TO WRITING INVESTIGATION REPORT

ASSOCIATION OF COMPANY EMERGENCY RESPONSE TEAMS (WSQ)
RESPOND TO FIRE INCIDENT IN WORKPLACE

SINGAPORE CIVIL DEFENCE FORCE
GOOD PERFORMANCE AWARD

SINGAPORE CIVIL DEFENCE FORCE
WALL OF FAME AWARD

LONDON CHAMBER OF COMMERCE AND INDUSTRY (LCCI)
LEVEL 2 CERTIFICATE IN COMPUTERISED ACCOUNTING

PEICAI SECONDARY SCHOOL
EDUSAVE AWARDS FOR ACHIEVEMENT, GOOD LEADERSHIP & SERVICE (EAGLES)