

To be an established and dynamic professional by utilizing abilities and knowledge development through my education and training experience. My ultimate goal is to become sufficiently experienced that I could skipper a crew in a competitive race. I'm able to work independently or in a group. I'm able to cooperate and correspond efficiently with anyone in the company. I think I'd be a valuable asset to the firm and, from my experience, I'm sure I'd make a positive contribution to the company's ambitions. I'm able to tackle a new challenge in a different environment



SKILL & COMPETENCIES

Communication Skills

95%

People Skills & Management

90%

Problem Solving Skills

90%

Multitasking skills

90%

Leadership

90%

Time Management

95%

Team Work & Engagement

90%

COMPUTER SKILLS & SYSTEM

Microsoft
Word/Excel/PowerPoint

95%

COSYS-IS

90%

MHS

90%

Windows 10

90%

WORK EXPERIENCE

COMPANY: CJ LOGISTICS ASIA PTE LTD / Export Operation (Airfreight)

March 2020 – Present

EXPORT FUNCTIONS

- AWB submission thru CCN hub.
- Execute MAWB.
- Arrange and coordinate with clients and shipper.
- Receiving and inspection of export goods with proper labelling.
- Coordinate with in house contractor pertaining lodge in shipment to respective Airline Terminal (SATS AND DNATA)

COMPANY: SCAN-SHIPPING PTE LTD / Operation Executive (Airfreight)

14 Jan 2019 – 26 Feb 2020

EXPORT FUNCTIONS

- Familiar in freight forwarding from job execution, costing, billing to close file.
- Permit Declaration – Trade Net functions.
- Familiar with import and export declarations.
- AWB submission thru CCN hub, cutting airway bill.
- Arrange and coordinate with air freight forwarding.
- Respond to phone, e-mail, or faxed and requests from clients, agents or outside sales representatives.
- Attend to customers enquiries via email wherever necessary.
- Maintain accurate data entry - compiling of freight rates.
- Verifying of vendor invoices pertaining to shipments.

IMPORT FUNCTIONS

- Handling shipping documents (Airway bills) timely and accurately.
- Making sure that all the commodities and products are arranged properly and delivered accordingly.
- Declare Permit for all incoming goods. (CCP)
- Attend call, emails, or fax from other agents for Pre-alert.
- Monitor shipments (arrival date, time, short landed, survey and missing)
- Transfer and create job information into the system.
- Attend to customers request for flight information, cargo and delivery status, permit and invoice.
- Invoicing and billing to close the jobs

Languages Proficiency

English

Written

Spoken

Malay

Written

Spoken

Tamil

Spoken

Supplementary

- Willing to Travel: Yes
- Willing to be relocated: Yes
- Possess Own Transport: Yes
- Expected Salary: SGD 3,500

COMPANY: SINGAPORE AIRPORT TERMINAL SERVICES LTD. (SATS)/ Cargo Coordinator / Acting Duty Manager

March 2011 – January 2019

- Handle and process air cargo in the airfreight terminals.
- Engage airline clients and freight forwarders. • Supervise and lead a team.
- Handle import and export shipments which booked by agents.

Airfreight handling

- Comprehensive services to meet the challenges of handling cargo in the most efficient ways and shortest time possible using our in-house developed warehouse management system, the COSYS-Intelligent Solutions (COSYS-IS), with other advanced technology such as Radio Frequency Identification Systems, Automated Material Handling Systems (MHS) and webbased warehouse management system for real-time flight and shipment tracking.

Dangerous goods trained

- As an IATA Accredited Training School for conducting dangerous goods training. Was trained to handle dangerous goods for import and export cargo. Was trained by certified trainers have over 30 years of experience and are able to provide Initial, Recurrent and Awareness training on the acceptance and handling of dangerous goods.

Education

- **2018** Singapore Customs Procedures Course (Cargo Permits)
- **2017-2018** WSQ Advanced Certificate in WSH (Construction) - (NTUC Learning Hub)
- **2013-2014** Diploma in Logistic And Supply Chain Management – (KAPLAN)
- **2005 -2006** Sijil Tinggi Pelajaran Malaysia (STPM)
- **1999 - 2003** Sijil Pelajaran Malaysia

EXTRA CURRICULAR ACTIVITIES

- **2003** Football (Representing School) Chess (Representing School)
- **1999 – 2003** Member of Indian Cultural Society (ICS)

REFERENCES