

## Employment History

### Operation Executive, Trust Logistics Pte Ltd, Singapore

JULY 2021 — PRESENT

We are main-con for Shopee who handling parcel deliveries in central area.

Basically, monitoring our internal drivers and our sub-con driver (30 headcounts) when loading the physical items in the warehouse by following all the SOPs.

Make sure system quantity tally with physical before left the warehouse.

Prepare month end parcel drop report for finance to make payment.

Liaise with Shopee management to resolve the issues such as customer complaints, damage parcel, drivers summons and many more.

Arrange vehicle for repair and inspection.

Internal drivers scheduling, performance review, incentives calculations.

Back up support for the drivers if needed.

### Manager In Training (MIT), Shake Shack Jewel Changi, Changi, Singapore

MARCH 2020 — JUNE 2021

Take food and beverage orders from the guest on the order taking pads or on the handheld Point of sale (POS) system.

Filling in for absent staff as needed

Punch the order on the POS machine and make sure to enter the special requirements made by the guest while ordering the food.

Observes guests and ensure their satisfaction with the food and service.

Identify guest needs and respond proactively to all of their concerns.

Comply with all health and safety regulations when handling food items.

Provide a two-way communication and nurture an ownership environment with emphasis in motivation and teamwork.

Organizing and maintaining inventory and storage area (Chiller and Freezer)

### Logistics Supervisor, Frosts Food & Beverage Pte. Ltd, Tuas, Singapore

NOVEMBER 2017 — JULY 2019

Ensure effective and timely implementation of all Logistics daily operational goals inclusive of Shipping functions and Inventory Management

Negotiate and support logistics costs meant for 3rd party logistics providers assisting yearly budget goals.

Identify enhancement opportunities and suggest solutions for improvement to top management.

Support inventory management consisting of reconciling and maintaining of finished goods inventory by SKU along with lot date at 3 PL warehouse locations.

Head team to develop, articulate and maintain logistic process documentation.

## Skills

Forklift and Electric Stacker

Oracle Applications

Ability to Work in a Team

Time Management

Ability to Multitask

Ability to Work Under Pressure

Communication Skills

Customer Service

Logistics Management

Inventory Management

Microsoft Office Suite

ERP

Attention to Detail

SAP WM Module

Customer Support

## Languages

English

Malay

Tamil

## Hobbies

Travelling, Hiking and Food Hunting

Plan and arrange logistics required shipments.

Ensure to process orders and on-time delivery by network of courier companies and warehouses.

### **Warehouse Supervisor, IG Tech Pte. Ltd, Woodlands, Singapore**

AUGUST 2016 — AUGUST 2017

My main objectives as Warehouse Supervisor are selecting, orienting, training, assigning, scheduling, coaching, counselling, and disciplining employees; communicating job expectations; planning, monitoring, appraising job contributions; recommending compensation actions; adhering to policies and procedures.

Organizing and maintaining inventory and storage area.

Prepare monthly sales report in excel sheet.

Ensure shipments and inventory transactions accuracy.

Interface with customers to answer questions or solve problems.

Identify areas of improvement and establish innovative or adjust existing work procedures and practices.

Determine staffing levels and assign workload.

Supervise forklift and pallet jack operations.

Ensure every activity follow's company protocol to avoid any unwanted incident occurs.

### **Warehouse Associate (WH Drug Products), Biocon (M) Sdn Bhd, Johor Bahru, Johor**

MAY 2015 — JULY 2016

Ensure cGMP and GDP maintained 100% in WH

Conduct weekly and monthly stock count

Prepare GR for received material from vendor

Prepare Raw material (RM), Primary Packing Material (PPM) and Secondary Packing Material (SPM) for QA to proceed sampling.

Dispensing activity for RM, PPM, SPM, and process related consumables when production start Batch.

Make sure all the time the material is in "UNRESTRICTED USE" rather than in 'QUALITY' to maintain the production process flow.

Warehouse area will be well maintained due to safety precautions.

Arrange schedule and monitor our Casual worker Attendance and their daily task in warehouse

Prepare and update SOP's as per work flow.

### **Warehouse Executive, UHS Essential Health (Malaysia) Sdn. Bhd, Petaling Jaya, Selangor**

FEBRUARY 2021 — FEBRUARY 2021

Conduct daily batch Run for the delivery orders and update in the system.

Conduct and prepare weekly stock count and reconciliation report.

Liaise with customs- import duty clearance, shipment status, and regarding products license.

Ensure team members undergo proper training before handling any equipment.

Helps the manager with monthly stock count (Office and 3 PL -Citylink)  
Liaise with every department to make sure everything goes as planned.

## Education

**Bachelor of Management Majoring in Management Science, Unitar International University, Petaling Jaya, Selangor**

JANUARY 2010 — DECEMBER 2012

**Foundation in Management, Unitar International University, Petaling Jaya, Selangor**

AUGUST 2008 — DECEMBER 2009

**SPM, Hillcrest Secondary School, Batu Caves, Selangor**

JANUARY 2001 — DECEMBER 2005

## Courses

**Hazard Analysis Critical Control Point Certification, Singapore**

2018 — 2018

**Forklift Driving Certification, Johor**

JULY 2015 — JULY 2015

## References

References available upon request