

## CONTACT



## PROFILE

Enthusiastic individual with 3 years of relevant experience in the Supply chain & Logistics Industry. Possess a Diploma in Supply Chain Management and proficient in Microsoft Office Tools & Excel (Pivot table/ Vlookup).

## EDUCATION

### DIPLOMA IN SUPPLY CHAIN MANAGEMENT

REPUBLIC POLYTECHNIC

2013-2016

### GCE 'O' LEVELS

WOODLANDS SEC. SCHOOL

2008-2012

## SKILLS

### PROFESSIONAL

- Time management
- Problem solving
- Communication
- Quick learner
- Microsoft Office Tools
- Excel -pivot table/vlookup
- Words/ Ppt/ Outlook

## WORK EXPERIENCE

### OCEAN IMPORT SENIOR COORDINATOR

#### DHL GLOBAL FORWARDING | NOV 2021 - PRESENT

- Liaise with customers and overseas offices on shipping activities.
- Handle full set of shipping documents (PSA/ Customs/ Tradenet)
- Handle day-to-day import operations and transactions.
- Send pre-alerts and shipping advises to customers and DGF overseas offices.
- Prepare cash and credit invoices.
- Handle general enquiries regarding shipments, vessel's ETA and charges.
- Send shipment arrival notification to Consignee and issue Delivery Orders.

### LOGISTICS SERVICE OFFICER

#### SINGAPORE WINE VAULT | AUG 2018 - NOV 2021

- Ensure smooth flow of import and export documentations.
- Process customer's orders and ensure proper documentation of import arrangement are done timely.
- Works closely with the operation team to ensure orders are dispatched to customers smoothly.
- Handle customer's enquiries, complaints and requirements.

## WORK EXPERIENCE

### CORPORAL - 8SIR (NSF)

#### SINGAPORE ARMED FORCES | 2016 - 2018

- Posted to SAF's Sector Response Force- 24/7 on standby for terrorist threats on SAF's camps and bases.
- Guided new troopers on SAF Driving Standard Operation Procedures (SOPs) and ensuring daily operations are carried out smoothly.

### INTERN

#### LESCHACO PTE LTD | APR 2015 - AUG 2015

- Assisted Ocean Department in Import/ Export documentations.
- Ensure close and prompt action on customer's shipment arrangements and requirements are met.
- Assisted in the Billing of GST & COD customers.