

CURRICULUM VITAE

Name :

Gender:

Nric :

Address:

Age:

Dob :

Status :

Mobile:

Tel:

Email:

Driving license : Class 2B (Riding own Bike), Class 3 & PA

Education/Certificate:

- Sats Forklift Driver Training Course 2005
- Certificate in Best Programs (English) 1998
- Certificate Import/Export Procedures & Documentation 2003
- Certificate Basic Computer Course 2000
- Certificate in Accomplishment of Ezycargo 2003
- Diploma in Logistics Management 2008
- Certificate Customs Documentation Course 2003
- Certificate Competency Test for Declarants 2018
- Certificate Classification And The Harmonised System 2018
- Certificate Customs Procedures Course 2018
- Certificate Basics Of Strategic Goods Control Seminar 2018
- Certificate Rules Of Origin / Free Trade Agreements Course 2018
- Certificate PC Hardware & Software Technical Training level 1 2000
- Certificate SAP TM 2012

Computer Literate : (Words and Excel)

My Objective:

Willing to learn anything new task and take on any assignments. To be a good team player at all times

Availability : 1 month notice

Expected Salary : SGD 3000

Nov 2020 - till now

Company : Oneglobe Consolidation (S) Pte Ltd | Singapore
Position : Operation Executive

Job Scope:

- Handle Airfreight Export shipment (Console/Direct)• Coordinate with Customer on shipment deliveries & collection•
- Prepare Export shipment (India Sector)and cutting Airwaybill Mawb/Hawb (General cargo & Lithium/Ion Batteries)
- Booking of shipment with nominated allotment Carrier
- Coordinate with Traffic controller for delivery/Collection
- Pre-Alert to Customer & Counterpart agent
- Creating Ccn/Dnata & Sats Pre-lodge before Export to terminal.
- Prepare and forward Airway bill and CIPL for sub-con (Tnets) declare OD or OT permit.
- On time closing File upon shipment complete departure with print out all OD permit for attached in folder file.

Others:

- Support warehouse export label and ensure tally against export Manifest.
- Taking care inventory and storage cargo in our warehouse facility in/out shipment
- Ensure daily collection list updated end of the day.

Reason for leaving :Looking better prospects and career base on my experience knowledge.

My Experiences :

Mar 2018 - Apr 2020

Company : Speedmark Logistics Pte Ltd | Singapore
Position : Officer (Trade & Customs Compliance)

Job Scope:

- Declare Customs permits (including Strategic Trade Scheme (STS) - bulk permit)
- Handle client & relevant authorities enquiries on trade/Customs compliance matters
- Assists in auditing of Internal Compliance Program (ICP)/export control
- Provides support in Customs related audits
- Ensure proper keeping of trade & Customs compliance records
- Involves in work procedures/process improvements/problem solving in meeting business requirements and compliance
- Other declaration ME, IG, OD, DP, II, OO and XO as per daily declaration.

Reason for leaving : Resigned due to been assigned other job duties (Warehouse & Handyman maintenance)

Jul 2017 - Feb 2018 (8 months – on contract)

Company : KC DAT Freight Solution Pte Ltd | Singapore, Singapore
Position : Export Officer

Job Scope:

- Handle Airfreight Export shipment (Console/Direct)
- Coordinate with HQ coordinator on shipment cargo readiness for collection.
- Booking shipment with nominated allotment Carrier
- Create job order at Cyber Freight system upon booking
- Declare Export permit via Tradenet System (Kewill).
- Prepare & process Airway bill for Coordinator checking.
- Advice Airfreight rates to Coordinator.
- Input job costing and prepare for billing upon shipment shipped.

Others:

- Support Ocean freight team (FCL/LCL) processing documents & Pre-alert with DN.
- Assist to conduct Airfreight import cargo for survey with report if any cargo found discrepancy.
- Drive Forklift for releasing of cargo to forwarder or agent once they make payment and collection.
- Keep record of warehouse inventory in case of any dispute.

Reason for leaving : On contract term

Aug 2015 - Jun 2017 (1 year 11 months)

Company : AMA Freight (S) Pte Ltd | Singapore

Position : Operation Executive

Job Scope:

- Handle Airfreight Import & Export shipment (Console/Direct)• Coordinate with Customer on shipment deliveries/collection• Creating job manually Import/Export book
- Prepare all Import & Export shipment
- Booking of shipment with nominated allotment Carrier for Comparison rates
- Coordinate with Traffic controller for delivery/Collection
- Pre-advise/Pre-Alert to Customer & Counterpart agent
- Coordinate with Sub Con to declare permit or Self declare permit via Crimson Logic System
- On time billing upon shipment complete delivery & departure

Others:

- Support Ocean freight team (FCL/LCL) processing documents & Pre-alert with DN.- Process Import/Export shipment to terminal if needed

Reason for leaving : Resigned because I was assigned due to handle warehouse operations & cargo clearance in Terminal.

Oct 2010 - Aug 2015 (4 years & 11 months)

Company : Panalpina World Transport Pte Ltd

Position : Shipping Specialist

Job Scope:

- Handling Air/Sea (LCL/FCL), transshipment, CrossTrade by Land Trucking to Songkhla boarders.
- Coordinate with Sales department preparing quotation and MOT to Customer.
- Follow up email with customer and correspond with oversea stations for all enquiry matters.
- Co-ordinate with warehouse QA/QC if any discrepancy upon cargo been inspected.
- Input data entry and update in house systems C2C to generate CIPL upon receiving PO from Vendors' for load plan.
- Place Booking with Carrier and make payment voucher,authorisation letter to release cargo upon shipment discharge un-stuffing and stuffing.
- Coordinate with Transporter and haulier on collection, any special instruction for delivery and on time clearance from port.
- Liaise with Sub-contractor for declaration all kind permits.
- Prepare all shipping documentation Export and Import upon shipment depart and arrive.
- Application of COO for shipment to Bangladesh.
- Pre-alert to customer and coordinate with Oversea for shipping document if any discrepancy.
- Segregate freight cost into in house systems upon shipment completion.

- Ensure all billing submitted on time as per contract rates and adhoc basis.

****More than one with Chevron Trucking Department and internal transfer 5 months to Shipping Department where I handled Weatherford Global account due to re-shuffle of staff. After which was transferred back to Chevron Department where I was assigned to handle Bangladesh Project and Cross Trade Angola shipment.**

I was also transferred to new C2C department inbound and outbound to support and generate CS on hand inventory, weekly and monthly report.

In house system:

- SAP TM (Opening File for Ocean Import/Export)
- C2C (WMS for Goods Receiving, inventory/storage)
- AOS (Booking Air Export and Import)
- FOS (Creating file Air/Trucking/Logistics)
- DFM (Approve Supplier/Haulier/Equipment invoices etc)
- SEAWARDER (Using our 3rd party For LCL cargo)
- CCN (Creating Airway bill & manifest)
- SATS portal Pre lodge & acceptance Cargo.
- TRADENET Version 4.1

Reason for leaving : Resigned due to upcoming retrenchment plan in 2015 and finding other job opportunity elsewhere

Aug 2010 - Oct 2010 (3 months) – On contract

Company : DB Schenker

Position : Shipping Officer

Job Scope:

- Handling LCL/FCL various port and 2nd Leg upon shipment stuffing and discharge.
- Monitor closely oversea Pre-alert and follow up with oversea agent if any special arrangement.
- Coordinate and update with appointer A&T Mgmt for 2nd Leg Load plan and internal Railing.
- Advise oversea agent if any cargo found discrepancy.
- Prepare draft BL upon shipment completion.
- Ensure all billing update upon shipment completion

Reason for leaving : Resigned due to Contract term

Jul 2006 - Jul 2010 (4 years & 1 month)

Company : Hitachi Transport System (Asia) Pte Ltd

Position : Shipping Officer

Job Scope:

- Process necessary Import documents such as NOA, Delivery instruction and Delivery order for incoming shipment both LCL & FCL
- Follow up origin Pre-alert and accurately input the necessary data into in house systems L2K and correspond with oversea stations for documents and advise any discrepancy.
- Responsible making cheque payment and issuing Authorization letter to release cargo upon shipment discharge and un-stuffing.
- Liaise with customer for any special instruction for delivery.
- Coordinate with transporter & haulier on delivery place and on time deliver.
- Declaring various permit (ME/IG/IT/IM/OD with CO/Form D)
- Handling Export booking LCL & FCL to various ports.
- Advise customer vessel details upon booking.
- Liaise with customer for collection and update upon stuffing container.
- Coordinate with Transporter and haulier on shipping note and on time deliver to port.
- Prepare draft BL and advise customer for their checking.
- Pre-alert to oversee and customer upon shipment depart.
- Prepare all billing and segregate freight cost upon shipment completion.
- Internal transfer to Warehouse Officer less than 3 months.
- Handling inventory WMS system for Uniglo/Pigeon.
- Coordinating and taking care contract staff routine pick and pack.
- Monitor In/Out Stuffing and unstuffing container.
- Assist Supervisor with others handling when needed.

Reason for leaving : Because I was transferred to Tanjong Penjuru warehouse.

Dec 2001 - Jun 2006 (4 years 7 months)

Company : Hanshin Freight Int'l Pte Ltd

Position : Import Asst cum driver

Hanshin Freight Int'l (S) Pte Ltd

Job Scope:

- Handle Import console and import direct.
- Segregate import pouch upon shipment clearance by Sub-Con.
- Input necessary data into in house systems L2K.
- Monitor closely with oversea Pre-alert and customer advice for any special instruction delivery.
- Declare various inward permits (ME/IG/IM/IR, IT & II).
- Preparing detaching documents and delivery order for afternoon delivering.
- Standby Driver when needed for delivering and others assign job.
- Assist to conduct survey and report if any cargo found discrepancy.
- In the afternoon helping Export dept for declaring outward permit.
- Follow up email correspondence and assist my executive for other documentation.
- On time billing upon shipment completion deliver.

Reason for leaving : I had to look for better prospect in terms of experience and also salary scale.

2001 – 2002 (1 year 1 month)

Company : Bob's Logistics and Oilfield Svc Pte Ltd

Position : Asst Supervisor cum despatch rider - Junior Executive

Job Scope:

- Handling Air/Sea Export booking.
- Servicing and Painting Drilling Pipe & Core head if require needed.
- Coordinate with Carrier for booking purpose.
- Liaise with customer for any special instruction delivery and collection
- Coordinate with transporter & haulier for collecting cargo on time.
- Create draft BL and preparing Shipping note.
- Advise Pre-Alert to Customer.
- Prepare all billing upon shipment completion.

Reason for leaving : Because the company did not make CPF contribution.

1999 – 2000 (1 year 1 month) – on contract

Company : Kinergy Pte Ltd

Position : Material handler

Job Scope:

- Pick and pack material
- Issuing and support material to Production when needed.
- Packing of goods completed from production.
- In Charge of handling of MRB scrap item.
- Liaise with Vendor's discrepancy & return parts.

Reason for leaving : Resigned due to contract term

1997 – 1999 (2 years 1 month)

Company : Reed Elsevier Pte Ltd

Position : Distributor of book

Job Scope:

- Receiving Incoming good and update in house systems
- Picking & Issuing various book.
- Packing outgoing for local delivery island wide.

Reason: Retrenchment