



EDUCATION

Republic Polytechnic

April 2011 – April 2014

- Diploma in Supply Chain Management.

ITE College East

April 2009 – April 2011

- Higher Nitec Certificate in Integrated Logistics Management.

Zhenghua Secondary School

Jan 2004 – Dec 2008

- GCE 'O' Level

EXPERIENCE

Grocery Logistics of Singapore

4 December 2018 – 18 February 2022

- Last Mile Supervisor
- Duties & responsibility:
 - o Oversee NTUC Fairprice Online Home Deliveries.
 - o Manage a team of drivers / Customer service staffs.
 - o Monitor class 3 driver's (van) performance to ensure all home deliveries are delivered within delivery time slot.
 - o Monitor class 4 driver's (trucks) performance to ensure On Time deliveries to various NTUC stores / other warehouse.
 - o Ensure drivers performance are within the company's standard. Train staffs who did not perform well if needed.
 - o Support deliveries during peak period or shortage of manpower.
 - o Establish good relationship with fellow partners/contractors.
 - o Maintain proper filing of any Delivery order / Shipping note for invoicing.
 - o Handle all customer enquiries, complaints and requirements

Immigration and Checkpoint Authority

15 August 2016 – 14 August 2018

- Primary screening officer / Ica specialist
- Duties and responsibilities:
 - Screening of people arriving/departing Singapore.
 - Screening of passports/permits.
 - Checking of vehicles such as cars, motorcycles, lorries, vans and buses. (Physical / scanning checks)
 - Conducting operations.

Grocery Logistic of Singapore

16 April 2013 – 5 August 2013

- Logistic assistant.
- Duties and responsibilities:
 - Handling physical work and data entry.
 - Providing general admin support such to the supply chain department (Inbound, Outbound, Inventory and reverse logistics).
 - Assisting and support Grocery Logistics with running the day-to-day operation duties.
 - Keeping track of all items in the warehouse to prevent stock out

Jason Electronics Pte Ltd

28 June 2010 – 4 September 2010

- Logistic assistant.
- Duties and responsibilities:
 - Working with inbound and outbound department.
 - Carrying out administrative duties such as data entry, scanning and filing.
 - Consolidating all orders
 - Checking and to validating all the items in the packing list.

SKILLS

Languages

- English & Malay language (Written & spoken)

Driving License

- Class 3
- Class 4
- Forklift license

Microsoft office literate.

