

Last Drawn Salary: \$2200 Basic +\$200Allowance+ OT
Expected Salary: \$2500 above
Availability: Immediate

EDUCATION:

2008

Jilin Normal University, China
Diploma in Logistic management

WORKING EXPERIENCE

Logistics Officer (Shipping Officer)

DHL Supply Chain Singapore Pte Ltd

July 2017 - July 2019

- 1 Handle logistic expectations of clients
- 2 Handle inquiries such as inventory availability, shipping instructions and any special request from the customers and also need to coordinate with the urgent shipment.
- 3 Schedule orders and work with warehouse team to ensure orders are correctly picked and packed to meet on time delivery
- 4 Coordinate with inspection organization for export shipments
- 5 To prepare shipping document E.g. Delivery note, packing list, packing invoice.
- 6 To handover WMS & SAP systems. Key in database into the WMS systems and use the SAP systems for the store transactions.
- 7 To pick up the call and handover email (local and oversea) and any other adhoc tasks assigned.

Reason for leaving: working schedule has changed to shift work. Looking for normal working hour

OPS admin officer

TNT Express Worldwide (Singapore) Pte Ltd

Apr 2017 - Jun 2017

- 8 To manage the undelivered consignments.
- 9 Communicate with customers and Customer Service department on the confirmation of delivery address
- 10 Resolve inbound consignment failure issues resulting from origin station such as input of wrong address and etc.
- 11 Liaise with origin station to obtain correct delivery address
- 12 Update status event status into the systems
- 13 Tracking lost consignment
- 14 Communicate with ground service agents on their undelivered status
- 15 Coordinate GST deliveries with GST admin team and follow up the status with the respective

ground service agents.

- 16 Perform any administrative work as per depot manager instruction
- 17 Manage the disposal consignment as RO&CD
- 18 To handover email.

Reason for leaving: end of the short contract

Operation Assistant

Sony Electronics (Singapore) Pte Ltd

Sep 2012 - Jan 2017

- 19 In-charge company products and check of the products defects
- 20 In-charge of sorting of to the products
- 21 In-charge of packing of the products
- 22 To operate the machine and ensure the machine operate smoothly
- 23 Loading and Unloading the products to the warehouse
- 24 Coordinating the storage, transportation and delivery of goods from operation line to the warehouse
- 25 To support the warehouse to paste and scan the label on the goods
- 26 Data Entry, to update goods/products has been send to warehouse

Reason for leaving: shift house to punggol, then the company location at tuas, transport too far .

Logistic Executive

JILIN JIN HE logistic, China

Sep 2008 - Aug 2012

- 27 To manage and supervise the staff
- 28 To handle shipping processes
- 29 Warehouse management
- 30 To ensure customers' goods has been reach to the destination
- 31 To arrange vehicle to customers' warehouse to pick up the goods & deliver to another destination
- 32 To monitor where the goods has reach and planned for urgent/emergency conditions (eg. during the traffic conditions is bad or jam)
- 33 To answer customers' enquires

Reason for leaving: go singapore working