
PROFESSIONAL PROFILE

Polite and helpful worker, able to get along well with my peers. Confident in ability to achieve goals and display good attitude to complete tasks assigned with minimum supervision. Really motivated and always ready to learn new things.

CAREER SUMMARY

Current Employment:

Deugro Singapore Pte Ltd (May 2017 – Present)
Senior Operations / Customer Service Executive
(Full-Time)

Responsibilities:

Senior Operations Executive role :-

- Responsible for day-to-day import, export, transshipment, cross trade operations.
- Coordinate with local customer, overseas agents and shippers, freight forwarders and transporters.
- Assisting in processing customer's order promptly and resolve shipment issues
- Prepare documents, eg.pre-alerts, permit declaration for customs clearance
- Prepare invoice and follow up payment Customer relationship management
- Able to timely finish other assigned work given by the operations manager

Customer Service role :-

- Attending to inquiries from customers. Negotiating from vendors and airlines for the rates possible
- Issue quotations.
- Following up on potential shipments / jobs
- Manage company in-house accounts, Agents.
- Accounting admin work / tonnage reports / take charge of all job files.
- Updating of database, latest rate sheets, Quotation tracking on CRM.
- Assist ops team on shipment billing ,verification on vendor invoices

Hellmann Worldwide Logistics LLP (April 2014 – March 2017)
Air Freight Operations Executive
(Full-Time)

Responsibilities:

- Create and confirm transport order to ensure pickup of the shipment at origin
- Perform booking and booking optimization according to internal guidelines as defined by Product
- Prepare, control, and distribute all required Export documents to counterparts (carrier, consignee, supplier, etc.) complying with regulations and internal procedures

Pan Asia Logistics Singapore Pte Ltd (January 2012 – March 2014)
Senior Warehouse Administrative Assistant (ABB)
(Full-Time)

Responsibilities:

- Provide administrative support to the Logistics Warehouse
- Contact courier / forwarder to do freight booking for shipment
- Prepare shipping documents for shipment (invoice / packing) and airway bills

Singapore Police Force (December 2009 – December 2011)
Police Coast Guard Officer – Radar Ops/Gunner
(Full Time National Servicemen)

Responsibilities:

- Enforce the law and maintain order in Singapore Territorial Waters
- Conduct search and rescue
- Operate radar, navigation, and communication in shipboard

BORDERS Bookstore (January 2008 – September 2009)
(Part-time)

Customer Service Associate

- Able to engage customers
- Daily inventory check
- Perform duties include cashiering and housekeeping

Freelance Event Executive (January 2012 – December 2015)

As a freelancer I have undertaken the roles of Stage Manager, Hospitality Crew and Artiste Liaison Officer for various shows and festivals such as F1 Singapore Airlines Grand Prix 2014 & 2015, Timbre Beerfest Festival,

St Jerome's Laneway Festival, Starcount Social Award & Singapore Social Concerts to coordinate activities with artists, venues, technical and production services.

EDUCATION AND QUALIFICATIONS

ITE College Central: (2008 – 2009)	Higher Nitec in Mechanical and Electrical Engineering Design
ITE College East: (2006 – 2008)	Nitec in Mechanical Technology
St Patricks School: (2001 – 2004)	GCE 'N' Level

CO-CURRICULAR ACTIVITIES

'B' and 'C' Division Soccer Team:	(St Patricks School)
ITE Men's Soccer Team:	(ITE College East)

KEY I.T. SKILLS

- Platforms: Windows Vista, Windows 10
 - Software: Microsoft Word, Excel, PowerPoint, WMS, Cargosoft, SAP and AutoCAD
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PERSONAL DETAILS

Date of Birth:	30 th March 1988
Country of Birth:	Singapore
Nationality:	Singaporean
Marital Status:	Single
National Service Status:	Completed

HOBBIES AND INTEREST

Currently Include: Soccer, Track and Field, and Rugby

REFEREES

Availability: 1 months' Notice

Currently Salary: \$3700/-

Expected Salary: \$4000/-

