
Logistics Coordinator (Inbound & Inventory)

SKILLS

Strong experience in airfreight and warehouse operations. Possess strong leadership and people management skills. Highly proactive nature, independent but also a team player, strong interpersonal and effective communication skills across all levels and age and capable of maintaining long term relationships. Excellent analytical and problem solving capabilities which is ideal in a fast pace and time sensitive environment.

EXPERIENCE

GXO Inc, Singapore - *Logistics Coordinator (Inbound and Inventory)*

SEPTEMBER 2021 - PRESENT

- Lead and coordinate a total of 5 material handlers in the Inbound and inventory process in the warehouse. Beginning from receiving, auditing, labeling and putaway within the SLA of 4 hours by ensuring quantity accuracy and quality. Fast paced warehouse environment. Handles inventory in a 2 storey warehouse. Delegating daily cycle counts, weekly Empty Location Reports and Process Control Audit to ensure inventory accuracy. Aliasing with customers and P2P in solving Inbound exceptions.

Sats Ltd, Singapore - *Cargo Officer (Freighter Warehouse)*

SEPTEMBER 2018 - SEPTEMBER 2021

- Plan Flight Capacity according to cargo weight, odd size dimensions. Supervise closely a group of 9 warehouse checkers per shift. Ensure smooth build up of cargo by

checkers adhering to safety and SOP. Identify and resolve any problems that arise which results in efficient and smooth running of warehouse daily operations like allocating manpower, retrieving and loading of cargo. Adopt good 5S housekeeping.

Tanglin Corp Woh Hup Holdings, Singapore - *Warehouse Inventory Coordinator (Intern)*

APRIL 2015 - AUGUST 2015

- Store, keep track of movement of inventories in and out of the warehouse to ensure high accuracy of inventory accountability. Created an excel file using formulas and charts to track with figures for Final Year Project and managed to improve process flow by 67.7% of time reduction and estimate savings of \$232,905 annually.

Art Science Museum, Singapore - *Sales Associate (Part-time)*

FEBRUARY 2013 - MARCH 2015

- Managing walk in customers and providing professional and personalized services. Recognise sales opportunities and maximize revenue to exceed individual and team sales targets.

EDUCATION

University College Dublin, Ireland *Bachelor Degree in Logistics and Supply Chain Management*

MAY 2021 - ONGOING

Republic Polytechnic , Singapore- *Specialist Diploma in Supply Chain Management*

OCTOBER 2018 - NOVEMBER 2019

Temasek Polytechnic, Singapore- *Diploma in Business Process and Systems Engineering*

MARCH 2018 - APRIL 2016

CERTIFICATES / LICENSES

Chartered Institute of Logistics and Transportation
Class 3

Forklift License

Reach truck