



PERSONAL INFORMATION

Address Email Mobile Nationality Availability Expected Salary Last drawn Salary	One-week Notice
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PERSONAL ATTRIBUTED

- Able to work independently with a minimal supervision.
- Able to embrace various challenges and changes in the different working environment.
- Able to solve various problems by analysing the main issue and solve the situation from a different perspective.
- Able to work well in a team by respecting the teammates and their value diversity towards the team.
- Strong desire to learn and seek feedback for continuous self-improvement.
- Maintain good relationship with the team and customers.



EDUCATION & PROFESSIONAL QUALIFICATIONS

2020 – 2021	Republic Polytechnic Post-Diploma Certificate in Supply Chain Operations
2013 – 2015	University College Dublin Bachelor of Science, (Honours) Management
2012 – 2013	Kaplan Higher Education Academy Diploma in Commerce (Business Administration)



WORK EXPERIENCES

YANMAR Warehouse Executive	July 2021 – Feb 2022
<ul style="list-style-type: none"> • Handling day to day operation in the warehouse. • Coordinating between internal and external departments in regards for part information, stock availability and packing and shipping. • Handling paperwork for incoming and outgoing shipments • Generating monthly reports for management and complying other reports for internal department usage. • Handling of all admin works for the warehouse manager and staffs. • Procurement of packing materials and equipment required in the warehouse. • Answering enquires from customer and forwarders. • Taking care of ad-hoc projects and task. 	
NCS Senior Assistant, Administration	April 2018 – June 2021
<ul style="list-style-type: none"> • Handling customer's asset information and controlling the movement of their asset via the portal system. • Answering to customer's enquire and provide information regarding the asset involved if required. • Tasked with completion of the yearly stock take. • Provide procurement support by coordinating with deliver and ad hoc support regarding the purchases done by the customer. Coordinate delivery between warehouse and customer location. Provide after service care and answer enquires pertaining to logistics and procurement issues. • Handle calls and engaging the user via emails to answer their enquires and help them by offering solutions. 	
Panalpina World Transport (S) Pte Ltd Logistics Coordinator, Expedition Division	Sept 2016 – Aug 2017
<ul style="list-style-type: none"> • Excellent knowledge on export regulations and processes on the tariff and supply chain. • Manage customer's daily shipment schedules and preparation of supporting documents (CIPL, Invoice and Packing List) • Prepare the necessary documentation needed for the exportation permit. • Able to operate various systems that involves NEXT, GEM and UNICODE. • Assist customers with their problems and provide them with the necessary or needed documents as requested. • Ensuring the operation at night between the different department to be in line with the morning operation 	
Tek Media PTE LTD Senior Sales Executive, Consumer Electronics Division	Feb 2011– Dec 2016

- Generate sales and product awareness for Windows OS mobile phones and HP brand laptops.
- Responsible for allocating tasks to junior staff and induction training for new staff
- Extensive knowledge on various electronic products.
- Provide an excellent after sale services to the customers



TECHNICAL SKILLS

- Excellent interpersonal skills, phone manners and office etiquettes.
- Good knowledge in software: Windows/Mac operating systems and MS office such as Power BI.
- Good knowledge in the use of Excel functions such as pivot table and VLOOKUP functions.
- Strong analytical and organization skills.
- Experience in customer service. Providing product or service knowledge and after sales services.
- Presentation Skills, Technical Report, Group work, communication, and social skills.
- Proficient knowledge of SAP, Inventory and Merchandising Management Systems.
- Adapt use of NEXT, GEM and UNICODE system to generate overseas import orders and coordinate inbound deliveries.
- ITIL foundation Certification in IT Service Management