
PROFESSIONAL EXPERIENCE

Spring Knitwear Pte Ltd

Shipping Executive

Oct 2021 > Current

- Responsible to handle import and export shipping documents including shipping instructions, shipping declarations, certificate of origin, commercial invoice, and packing list with accuracy and precision.
- Liaise with internal sales team, client, freight forwarder and transport company for shipment delivery requirements including diligent follow up with all parties and monitoring of shipment until completion.
- Schedule shipments to meet appropriate delivery orders.
- Negotiate Export Letter of Credit with Bank and issue Import Letter of Credit to Suppliers.

Aksesori Setia Sdn Bhd

Shipping Officer

June 2020 > March 2021

- Prepare import and export shipping documents including shipping instruction, shipping advice, Certificate of origin, Free Trade Agreement, commercial invoice and packing list.
- Liaise with internal sales team and external forwarder / transporter for import and export shipment to ensure timely delivery.
- Responsible to handle shipment schedule and monitor import and export shipment process.
- Handle transport and freight cost on inbound and outbound.

Sanmina-SCI Systems Singapore

Receiving Assistant

May 2018 > Feb 2020

- Monitor and analysis warehouse operation Key Performance Index (KPI) and submit weekly / monthly reports to management review.
- Identify areas of improvement and be part of continuous improvement effort.
- Plan and coordinate resources for daily inbound / outbound warehouse operation.
- Coordinate with freight forwarder and transport company for incoming shipment.
- Handle storage and packing of material and conduct monthly stock count.
- Prepares and checks all receiving documents to ensure that they are complete and comply with import and export rules and regulations.

May 2017 > Aug 2017 (Internship)

- Collaborations with Advanced Analytical Method of Training, video shooting and editing, and design instruction manuals.
 - Create work instructions and contents for Garment Technician and sewing operators using words and graphics.
 - Machine setup & requirement, sewing process, raw materials preparation, quality inspection process, edit and develop sewing work instructions in video format.
 - Visualize instructional contents/manuals.
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EDUCATION

Universiti Tunku Abdul Rahman (UTAR) Bachelor of Communication (HONS) Public Relations

2015 > 2018

CGPA: 2.8188

2014 > 2015

Foundation in Arts (Mass Communication)

SKILL

- Responsible
- Proactive
- Communication skills
- Multi-tasking
- Team Player
- Can work under pressure
- Microsoft Office – (Word, PowerPoint, Excel, Outlook)
- Oracle & SAP system
- Logistics Management
- Knowledge of full set shipping documents (Export and Import) & Incoterms
- Freight Coordination
- Negotiation

OTHER INFORMATION

Expected Monthly Salary : SGD 3,000

Availability : Available and Immediate