

## PROFILE

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A highly enthusiastic and passionate individual, self-driven and personable team player. With a relatively good understanding of business mechanics, I am able to efficiently analyse information, enjoy exploring innovative ideas and versatile in problem-solving.

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## SKILLS

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- Data Analysis
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Physical Security

## EDUCATION

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Diploma in Supply Chain Management  
*Republic Polytechnic*  
April 2012 - April 2015

## WORK EXPERIENCE

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### **SATS**

*Cargo Coordinator*

Jul 2018 – Present

- Responsible to allocate cargo that requires storage and transit through the airline flight manifest.
- Collate payment from companies pertaining to storage and survey.
- In-charge of both forklift and tractor drivers to carry out their duties.
- Ensure efficiency and accuracy in the coming and goings of every cargo while on shift.

### **Songkok Haji Husasir**

*Sales and Operations Manager*

*Yearly job at the Ramadhan Bazaar*

Aug 2011 – Present

- Rejuvenated the entire business model of a family-owned business.
- Came out with the vision of moving from Brick and Mortar in Indonesia to focus solely on Ramadhan Bazaar sales.
- Helmed stock replenishment of all products sold and supervised the up and coming trends to suit the masses.

## EXTRACURRICULAR

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### **Grammar for Effective Communication**

June 2016

- Handpicked to be the unit trainer by Commanding Officer of Pasir Ris NPC.
- Held a grammar refresher presentation to the Pasir Ris NPC Commanding Officer along with other frontline officers.

## PROJECTS

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### **World Courier**

*Research Analyst*

- Managed a team in an undergraduate Final Year Project known as Efficiency of Operation Department.
- Delivered a remodelled operation strategy and roster that can accommodate the company's growing operations.

## HOBBIES

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- Travel
- Sports
- Photography

## WORK EXPERIENCE

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### **Singapore Police Force**

*SC Sergeant*

May 2015 – May 2017

- Held the position of NS Ops Support Officer who reported directly to the Commanding Officer.
- Helmed the entire manpower, administrative, logistical and welfare matters pertaining to the NPC.
- Handled both frontline operations and administrative duties with a consistent positive attitude and exemplary service.

### **DHL Global Forwarding**

*Intern*

April 2014 - August 2014

- Curated and maintained a new operating system that enabled the function of transferring customer contract data from the old system.
- Ensured the protection of clientele's sensitive data.