

RESUME

1. PERSONAL DETAILS

Name :

Address :

Mobile No. :

Email :

Marital Status :

Age :

Nationality :

Expected Salary :SGD3500

Date of Birth :

Availability :One month notice

2. OBJECTIVES

Apply position in your valuable company where my academic skills and my previous experience can be maximized and contributed while enable me to gain and broaden my knowledge as well as practical experiences. I am a fast learner and I am willing to learn in any industry. I will do my best in any position.

3. EDUCATIONAL ACHIEVEMENT

2015-2016 University of Wollongong, Australia (Psb Academy, Singapore)

Bachelor of Commerce in Supply Chain Management

2014-2015 PSB Academy, Delta Campus, Singapore

Diploma in Business Administration (Accounting and Finance)

Grade: 3A, 1B, 3C, 1D

2009-2013 SMK.Taman Universiti , Johor Bahru, Johor, Malaysia

Sijil Pelajaran Malaysia (SPM)

Grade : 3A , 3B , 2C

Penilaian Menengah Rendah (PMR)

Grade : 1A , 6 B , 1C

4.WORK EXPERIENCE

Bok Seng Logistics Pte Ltd (August 2018 – Present)

Project Coordinator

- Oversee Project & attend site meeting to coordinate the project flow with customer
- Liasing and coordinating internal staff and customer
- Ensure all assign project are following schedule timelines
- Manage manpower (scheduling daily job for the team, manage the team's members)
- Manage the job with achieving requirements of customer
- Scheduling project with internal to meet the target date of customer
- Manage the cost for each project
- Provide the suitable solution for customer in each project
- Lead the team for operation
- Supervise the operation at site
- Billing after each project
- Coordinate with safety team to achieve safety environment during operation
- Handle different type of project

Lar Coffee (cafe) (September2017 – April2018)

Supervisor (retail shop)

- manage all the stocks
- control the quality of the food and beverage
- fulfilling the customer's needs (exp: services, food & beverage)
- corporate with all the staff to make the job efficiency
- coordinate with the supplier

HSBC Bank Malaysia Berhad (Jan2017-June2017)

Mobile Banker (selling credit card)

- promote the products which suit to customers
- understand the needs of customer and promote them the better one

5. AWARDS AND ACHIEVEMENTS

Certificate in English proficiency course Level 2,3 in PSB Academy.

6. EXTRA CURRICULAR ACTIVITIES

2010 - Olympic Mathematic

2012 - Participated in Volleyball Association

7. SOFT SKILLS

- Time Management
- Interpersonal and Communication
- Research and Problem Solving
- Attention to Detail
- Computer (Microsoft Office Word, Excel, Power Point)
- Teamwork

8.LANGUAGES SKILLS

Able to read, write and speak proficiently in Chinese, English and basic Malay.