
RESUME

PERSONAL PARTICULARS

Availability : 1 Month Notice Period
Expected Salary : \$3,200

EXECUTIVE SUMMARY

- Worked in logistical operations for more than 10 years.
- Equipped and experience with warehouse and logistic operations and processes.
- Adept at coordinating between various teams to ensure smooth operations.
- Excellent interpersonal skills towards building good working relationships at all organizational levels.
- Graduated from Diploma in Logistics & Supply chain management (IPMA-UK).
- Obtained Certificate in International Trade and Shipping.
- Acquired Class 3 License.

EDUCATIONAL QUALIFICATION DETAILS

Year	School	Highest Qualifications
Year 1995 to Year 2000	Fengshan Primary School	PSLE
Year 2001 to Year 2004	Bedok South Secondary School	N Level
Year 2005 to Year 2008	ITE	NITEC in Logistics Operations
Year 2010 to Year 2012	Bedok Commercial School	Diploma in Logistics & Supply Chain Management

WORKING EXPERIENCE

June 2021 to Present

Geodis Singapore Pte Ltd

Role as Customer Service Executive

- Handling Customer's Account.
- Pulling of Customer's Order Picking lists daily.
- Invoicing of ready Orders picked and packed by warehouse.
- Booking of shipments of Ready Cargos with DGF (DHL Global Forwarding)
- Prepare shipping marks and documents for Ready Cargos pending for collection by DGF.
- Declare permit for Ready cargos scheduled for pick up the next day.
- Declare permit for Incoming FCL/LCL Shipments.
- Generate GR into System.
- Preparing stock taking lists for Annual Stock Take.

Aug 2020 to June 2021

Pacific Integrated Logistics Pte Ltd (PLG)

Role as Business Solutions Executive

- Assist in RFQ and provide quotations to customers and overseas agent.
- Provide timely proposals and solutions to customer and overseas agent.
- Handle Customer's Complaints.
- Ensuring all partners in the warehouse are working effectively and efficiently to ensure smooth operations.
- Ensuring all SOPs, Documentations and related work processes comply with regulatory requirements.

WORKING EXPERIENCE (Cont'd)

Sep 2018 to Jul 2020

Collins Aerospace Pte Ltd

Role as Production Planner

- Analyze material flow and utilize production scheduling techniques to manage cell planning and production schedules to support on-time delivery to customers.
- Monitor and manage input/output and WIP based on demands to achieve optimum inventory levels.
- Support material planning group to meet delivery and inventory turn performance goals.
- Provide support in material issues related to engineering changes and new product start up.
- Close Co-ordination with inter-departments to resolve planning/scheduling/shipment related issues.
- Participate and initiate continuous improvement activities.

Role as Production Control Associate

- Arranging Parts for Outsourcing (external Chemical Process)
- Tracking of parts to be back from Outsourcing
- Tracking of WIP Parts
- Perform Work order Split process due to Non-Conformance parts.
- Tracking of Status of Non-conformance parts in MRB Clinic.
- Scheduling of parts to run for production.
- Commit of parts able to ship for Monthly Cost of Sales.
- Quarterly Cycle Count of Re-Work Components.

Jan 2016 to Sep 2018

NOV Rig Solutions Pte Ltd

Role as Warehouse

- Co-ordinating with freight forwarders on ETA of scheduled shipments to NOV Facility.
- Co-ordinating with purchasing department on urgent items to be cherry picked upon arrival of shipments.
- Receiving of incoming items into GLOVIA system.
- Receiving of local purchase items from local vendors.
- Updating of GRN for shipments received.
- Reporting of discrepancies items to source/Vendor.
- Covering and supporting other warehouse duties whenever needed to.
- Able to work in a team or individually.

WORKING EXPERIENCE (Cont'd)

Feb 2014 to Jan 2016

Halliburton Far East Pte Ltd

Role as *Material Coordinator*

- Preparing of cargoes for daily outgoing shipments. (couriers, airfreight shipments, DG shipments; cross docks shipments)
- Preparing Commercial Invoices; Airway Bill
- Coordinating with 3rd party logistics on daily outgoing shipments which inventory is at 3rd party logistics warehouse.
- Updating of inventory excel spreadsheets for daily released cargoes.
- Investigating causes of any mis-shipments.
- Covering other warehouse duties whenever needed to.
- Part of a Safety and Risk Assessment Team.
- Able to work in a team or individually.

Apr 2012 to Feb 2014

National Oxygen Pte Ltd

Role as *Senior Storekeeper*

- Receives incoming materials, supplies from vendors, checks items received against delivery docs and signs for proper quantity received.
- Enter Records of goods received into Navision System.
- Purchasing raw materials, spare parts, supplies from vendors, and co-ordinate with vendors on expected delivery dates on the purchased materials, spare parts, supplies.
- Updating of inventory lists.
- Order picking of FG (Finished Goods) for next day deliveries to Customer's site.
- Co-ordinating with sales department on any inventory issues, New proposed products.
- Managing daily warehousing operations.
- Planning of inventories and Warehouse Storage layouts for Finished Goods.
- Preparing for annual Stock Taking and ISO audits.

WORKING EXPERIENCE (Cont'd)

Apr 2009 to Mar 2012

Bilcare Research Pte Ltd

Role as Storekeeper

- Receives incoming materials, supplies from vendors or from third party logistics warehouses.
- Check items received against delivery documents.
- Enter records of goods received into SAP system.
- Issuing of materials and supplies to production lines upon receipt of Material Request Forms.
- Perform quarterly cycle count of inventories.
- Operate manual or automatic equipment such as power jacks, forklifts, reach trucks in connection with receipt, storage, transferring and/or issuance of materials and supplies.
- Able to work in a team or individually.
- More than often willing to sacrifice time in order to find solutions to resolves issues.