



Professional Logistics Executives with proven expertise in Data Management, Contract Negotiation, and ensuring a smooth shipper and carrier communication. Seeking to enhance my skills in a dynamic and stable workplace as well to gain experiences and build a long-term career. I am an enthusiastic individual who welcomes new challenges.

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## Skills

- Knowledgeable in incoterms
- Knowledgeable in Singapore Compliance and Governance within trade and customs, 3PL or logistic consultancies
- Computer-savvy with a working knowledge of logistics software (ERP) such as Navision, SAP & Crimson Logic
- Experienced in handling Microsoft office tools
- Ability to work with little supervision and track multiple processes
- Outstanding organizational and coordination abilities
- Possess excellent communication, interpersonal & negotiation skills
- Problem-solver & possess analytic thinking

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## Experiences

### Logistics Controller / MITSUBISHI HEAVY INDUSTRIES

December 2017 – Present. Current Salary: SGD **\$3,950.00** (\$3,850.00 Basic +\$100. 00 Allowance)

#### Responsibilities:

Handling In-Vehicle Unit (IU) for ERP1 & On-Board Unit (OBU) for ERP2

#### ERP1 Project:

- Liaise with appointed service providers such as 3rd party warehouse partner on inbound / outbound
- Coordinate and monitor shipments to Singapore
- Supervise programming of the products to meet client's delivery schedule
- Keep logs and records of warehouse stock & executed orders
- Prepare accurate reports for upper management
- Responsible for warehousing, inventory accounting and distribution cost audit
- Supports Manager in Continuous Improvement programs
- Oversee 3 subordinates on day to day operation
- Prepare delivery forecast

**ERP2 Project:**

- Assists engineers in raising purchase requisitions
- Preparing & establishing logistics handling process flow for both inbound & outbound
- Attending meetings with respective stakeholders
- Preparing Minutes Of Meeting
- Preparing presentation ideas for upcoming migration exercise
- Handling incoming and outgoing test equipment

**Accomplishments:**

- Improved workflow by enforcing 5s framework
- Promoted from Material controller to Logistics Controller position in the year 2019

**Reason for leaving:** Looking for a full-time or permanent role as the current job is on a contract basis.  
(Require 1-month notice period.)

## **Logistics Executive / MENCK PTE LTD**

May 2015 – November 2017. Last Drawn Salary: SGD **\$3,100.00**

**Responsibilities:****Handling project cargoes such as hydraulic pile-driving equipment**

- Source and negotiate of freight rates with forwarders and 3PL
- Preparing budgetary costs to project managers
- Negotiate contract terms of agreement and pricing with contractors
- Perform Custom permits declarations for import/export shipment
- Prepare full set of import and export documents (CIPL & COO)
- Co-ordinate with freight forwarders for deliveries and shipments of materials and finished goods to customers site according to the shipping schedule
- Co-ordinate with crane operator, port operator & transporter
- Liaise and coordinate with internal and external parties to ensure smooth and timely execution of shipments
- Assist immediate manager in the compilation of forwarder's Monthly Key Performance Indicator Reports
- Part of company's CERT (Company Emergency Response Team)

**Accomplishments:**

- In the year 2016, the profit margin increases by 60.01% compared to 2015 due to good sources of contractors
- Improved workflow by utilizing logistics IT to optimize procedures
- Promoted from Logistics Controller to Logistics Executive position in the year 2016
- Underwent Singapore customs declarant course & certified

**Reason for leaving:** Looking for new challenges at work

## **Warehouse Assistant / MSA S.E.A PTE LTD**

November 2013 – April 2015. Last Drawn Salary: SGD \$2,100.00

### **Responsibilities:**

#### **Handling safety equipment appliances**

- Receive incoming shipments and verify orders placed against packing receipt
- Maintain detailed log/record of all receiving transactions
- Tags, shelves and inventories items received
- Inventory management
- Assist with placing orders and handling outgoing shipments
- Stock check and Stock taking
- Delivery of goods to the customer site

### **Accomplishment:**

- Completed a part-time diploma in supply chain management while working

**Reason for leaving:** Looking for better career prospects, professional growth and work opportunities.

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## **Qualifications**

### **Diploma in Supply Chain Management / Kaplan Higher Education Institute**

January 2014 – December 2014

### **Nitec In Office Skills / ITE College Central (Bishan)**

January 2009 – December 2009

### **N-Level / Serangoon Garden Secondary School**

January 2004 – December 2008

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## **Courses Awarded & Testimonial**

- Customer Relationship (Awarded By WSQ)
- Import/Export Documentation & Shipping Procedures (Awarded By Singapore Manufacturing Federation)
- Customs Competency Test For Declarants (Awarded By Singapore Customs)
- Hands-On Tradenet Declaration (Awarded By Singapore Customs)
- Customs Procedures Course (Awarded By Singapore Customs)
- Classification And The Harmonised System Course (Awarded By Singapore Customs)
- Rules of Origin / Free Trade Agreements Course (Awarded By Singapore Customs)
- Testimonial from HR (Manhattan Fish Market, Part-time job 2010)
- Certificate of National Service (September 2012)

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## Activities

In my spare time, I enjoy staying fit and going to the gym. I also like to play football with my circle of friends and colleagues that helps me to improve my communication and team bonding skills.

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## Expected Salary Package

My salary expectations is SGD 4,000.00 or above. This is negotiable based upon job responsibilities, other benefits and advancement opportunities.