

PERSONAL PARTICULARS

EDUCATION

Name of Secondary School: Balestier Secondary School

Qualification Attained: **GCE 'N' level (6 passes)**

Date Start – Graduate: Jan 1997 – Nov 2002

Name of School: Balestier ITE

Qualification Attained: **Nitec NTC 2 (Mechanical Technology / Automotive)**

Date Start – Graduate: Mar 2003 – Nov 2004

WORKING EXPERIENCE

Company Name :Kintesu World Express

Job Title : **Operation Officer**

Date Joined – Left : Oct 2017 – Aug 2021

Salary : \$2400

Job Description / Duties

- To manage daily shipment schedule (sea freight)
- To liaise with forwarders, carriers (booking party / control tower) hauliers (drivers / drayage, factories and customer (HP)
- Monitoring daily movements for the drayage & avoid any hiccups to ensure operation smoothly
- handling the customer's shipment inside ports (bonded area)
- Key in data entry (UFS System, company's Job book reference

Company Name :Tiong Nam
Job Title : **Shipping Executive**
Date Joined – Left : June 2015 – September 2017
Salary : \$1800

Job Description / Duties

- To ensure all shipment documents are file systematically
- To liaise with freight forwarders for local and overseas on-time delivery
- Responsible on order processing to ensure order fulfilment
- Maintaining proper legal and customs compliance
- Contact vendors and/or claims adjustment departments in order to resolve problems with shipments

Company Name : ST Logistics
Job Title : **Warehouse Assistant**
Date Joined – Left : June 2012 –June 2015
Salary : \$1350

Job Description / Duties

- To issue items to SAF personals and NS men
- To manage inventory of army items
- To set up events and parades
- To support ground logistics in Air force outfield exercises
- Maintenance of army weapons by using protect and preserve action

Company Name :Quantium Solutions Pte Ltd
Job Title : **Operation Assistant**
Date Joined – Left : September 2009– May 2012
Salary : \$1200

Job Description/Duties

- To manage daily shipment schedule (airfreight and sea freight)
- To receive, pick and pack of mails to Sing Post
- To ensure all shipment documents are file systematically
- To process consignment notes and goods return
- To perform data entry and admin duties

Company Name : Enarplus Pte Ltd
Job Title : **Line Leader**
Date Joined – Left : July 2008 – October 2009
Salary : \$1200

Job Description/Duties

- To check on machine conditions
- To do tooling, mouldings and injections for computer parts and vehicle parts
- To assist in any adhoc duties by supervisor

Company Name : Panasonic Pte Ltd

Job Title : **Assistant Attendant**
Date Joined – Left : December 2007 - June 2008
Salary : \$40 per day

Job Description/Duties

- To upload goods to the vehicle
- To ensure items are delivered to the right destination
- To make sure deliveries are not being delay according to invoices

SKILLS & STRENGTH

IT Skills: MS Word, MS Excel, MS PowerPoint, Internet, Email

PERSONAL STRENGTHS

- Open-Mindedness
- Love of Learning
- Social intelligence

LANGUAGES

- Spoken : English/Tamil
- Written : English/Tamil

Availability: Anytime

Expected Salary : \$2800 (negotiable)