
CAREER SUMMARY

An enthusiastic, self-driven, responsible warehouse & transport executive with more than 10 years of experience in logistics sector. Possess good leadership skills, with ability to lead a team to success, given the sufficient necessary resources.

CORE COMPETENCIES

- Continuous Improvement Processes
- Operations management
- Procurement, cost & budget management
- Review & implementation of work process
- Warehouse Set-up

TRANSFERABLE WORKPLACE/ SOFT SKILLS

- Adaptable, focused, meticulous & discipline person
- Good communication with all level of people & stakeholders
- Efficient & multi-tasking individual
- Positive attitude & willingness to learn
- Teamwork, decision making & resulted oriented

PROFESSIONAL COURSES ATTENDED

- Possess Class 3, 4, 5, bus vocational & forklift licence (PSA)
- Certificate in Risk Management Course (BizSAFE Level 2)
- Certificate in Signaling for lifting operation
- Certificate in Rigging operation
- Certificate in Coach service teams & individual
- Certificate in Be a team player
- Certificate in Essentials of leadership
- Certificate in Creative thinking made easy

PROFESSIONAL EXPERIENCES

Company: BRC Asia Ltd

Position Held: Logistics Executive

Years of Service: May 2021 to Feb 2022

Reason for Leaving: Change of management

Work Achievements:

- Being deployed to all 6 plants to understand & understudy the operations & work processes for logistics department respectively.
- To generate reports on the findings, with propose recommendations, including transportation.

Responsibilities

- To assist & support the Head of Logistics in achieving the department's targets & achieve optimal efficiency & effectiveness in its operations.
- Lead & manage a team of 49 members, comprises of controllers, admin, forklift drivers, prime movers & lorry crane drivers respectively.
- To work with & monitor the delivery team to ensure smooth operations & customers satisfaction.
- To plan the delivery schedules effectively & organize drivers to fulfil the delivery tasks efficiently.
- Responsible for the upkeep of documents.
- Any adhoc duties as assigned by superior.

Company: Century Motor (S) Pte Ltd

Position Held: Operations Executive

Years of Service: Mar 2021 to May 2021

Reason for Leaving: Contract Uncertainties

Responsibilities

- Lead & manage a team of 3 members, comprises workshop foreman & vehicle mechanics respectively.
- Creation of vehicle repair log for customer vehicle, based on feedback discovered by customers.
- Generate billing to customers for vehicles storage, monthly comprehensive maintenance package or installation of accessories for vehicles.

Company: Kuehne + Nagel Pte Ltd

Position Held: Warehouse Supervisor, Implant at LKF

Years of Service: Dec 2020 to Mar 2021

Reason for Leaving: Contract Uncertainties

Work Achievements:

- Promoted to Warehouse Supervisor on 02 Feb 2021

Responsibilities

Temporary Logistics Assistant at L'Oreal

- Operating of forklift & other MHEs for loading and unloading of goods.
- Picking, packing, labelling & stock taking of goods.
- Any other reasonable warehouse duties and ad-hoc duties as assigned by supervisor.

Warehouse Supervisor at LKF, MacPherson

- Lead & manage a team of 4 members, comprises of warehouse assistants & overseeing the operations.
- Ensure all items are pick & transfer to production line at respective level.
- Perform G.R & G.I in WMS.
- Ensure the accuracy of inventory.

Company: Keppel Sea Scan Pte Ltd

Position Held: Logistics Executive, Supply Chain & Shipping

Years of Service: Aug 2019 to Feb 2020

Reason for Leaving: Culture Issue

Work Achievements:

- Achieved 99.26% inventory accuracy in stocktake
- Propose & Implement installation of pallet stoppers for warehouse selective racking
- Propose & Implement of drawing yellow lines along the aisle of racking as marking/ reference
- Propose & Implement of setting up selective racking for storage of cables ladders
- Propose & Implement of 12 Dirty Dozen as part of warehouse safety enhancement
- Propose & Implement installation of dashcam for fleet of vehicles

Responsibilities

- Assist Logistics Manager in overseeing the warehouse operations in his absence. Ensure department performance met the customer's contractual Key Performance Indicator (KPI). Review of warehouse layout & checklist (i.e. Facility & Vehicles).
- Lead & manage a team of 13 members, comprises of warehouse assistants & drivers respectively.
- Work closely with supervisor & executive on the deployment of manpower for warehouse & delivery.
- Render support for Goods Issue (G.I) & Goods Receipt (G.R) in both SAP & WMS system & as back up to team members. Ensure all G.I & G.R are done within 1 day.
- Generate monthly G.I report, ensuring the health of data & all delivery orders (D.O) are collected & file up accordingly.
- Enquiry or monitor for vehicles or equipment servicing/ repair. Ensure all vehicles or equipment are serviceable & checklist are done daily or on weekly basis.
- Enquiry for warehouse consumable/ expendable items with suppliers & to build/ maintain good rapport with them.
- Generate monthly billing to customers for warehouse space/ consumption. To also sell back re-useable pallets to company approved vendors as part of warehouse sustainability.
- Overall in-charge of PPE inventory & proper housekeeping of the PPE issuance records. To perform stocktake in ensuring inventory accuracy.

Company: ThermoFisher Scientific Pte Ltd

Position Held: Team Leader, Outbound

Years of Service: May 2019 to Aug 2019

Reason for Leaving: 4 months contract only

Responsibilities

- Maintain safe and healthy work environment by establishing, following & enforcing standards,
 - Lead & manage a team 15 members, comprises of material handlers to meet department goals,
 - Create work schedules for the team, schedule routine tasks & determines what else needs to be done,
 - Actively participate in PPI activities & Kaizen projects,
 - Work with various departments to fulfil external & internal customers' requirements.
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Company: ClearCoatz Detailing

Position Held: Principle Groomer & Detailer

Years of Service: Aug 2017 to May 2019

Reason for Leaving: Friend business has stabilized

Work Achievements:

- Promoted to Groomer & Detailer on Nov 2017
- Promoted to Principle Groomer & Detailer on Jan 2018

Responsibilities

- Assess condition of car paint & advice or recommend the correct PPS coating accordingly,
 - Perform claying, washing, polishing or vacuuming of car interior,
 - Perform buffing, polishing or applying various type of PPS coating, depending on customer request,
 - Explain to customer the correct type of car shampoo to use, washing & cleaning techniques, before handling over the car.
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Company: ST Synthesis Pte Ltd

Position Held: Operations Executive, Inbound & Material Management, Changi Naval Warehouse, RSN

Years of Service: Aug 2015 to Aug 2017

Reason for Leaving: 2 years contract expired

Work Achievements:

- Lead inbound team in successfully putaway of 21,000 L/I for Project Transmit
- Clearing of ROD from 108 cases, down to 39 cases, a 63.89% reduction

Responsibilities

- Assist Warehouse Manager in overseeing the warehouse operations in his absence. Ensure department performance met the customer's contractual Key Performance Indicator (KPI).
- Lead & manage a team of 23 members, comprising of warehouse assistants, admin, I.T executive & drivers respectively.

- Manage, plan, allocate of manpower & be responsible of department daily operations. Ensure proper housekeeping & compliance with the safety regulation. Provide on-job training for warehouse staffs.
- Manage goods receipt, order administration, serviceable returns from customer, life-saving equipment (LSE) & one to one exchange of ELSA set. Liaise with authority, purchasers, contractors & end-user on enquiry of receipt, issue, loan return & LSE related matters.
- Ensure all goods receiving, returns, inspection, updating of system, put-away activities & indented items are picked & accepted by customers. Manage & raise QA re-inspection for existing stocks, rejections by user, where necessary;
- Manage any ad-hoc activities, tasks/ projects assigned & resolve exceptional cases, such as inventory discrepancy, Report Of Discrepancy (ROD) & invalid order. Support & retrieve items from storage for user verifications upon approval from the authority.
- Manage, oversee the storage & issue of RSN stocks in ASRS and conventional storage, including POL stores. Monitor RSN inventory shelf-life & due for servicing items are blocked from issuing.
- Submit monthly report (i.e Receipt & Return of Performance report, ROP) to warehouse manager for compilation.
- Ensure first-parade task for MHEs is performed daily & sign over on weekly basis. Provide forklift support when required during warehouse operations. Review of Risk Assessment Management (RAM) Form every 3 yearly or when required.

Company: Ceva Logistics (Singapore) Pte Ltd

Position Held: Operations Supervisor, Logistics Pearson (Tampines) & Logistics Burberry (Changi)

Years of Service: Oct 2013 to Oct 2014

Reason for Leaving: 1 year contract expired

Work Achievements:

- Achieved 100% inventory accuracy in stocktake
- Nominated as WSH committee

Responsibilities:

- Oversee outbound operations in absence of Contract Manager & covering of duty at respective departments (i.e. order fulfillment, packing & sorting including overseas shipment, return & inventory) in absence of respective supervisors.
- Check items/ cargoes for any physical defects upon/ after receiving/ collecting from freight forwarders or respective sorting departments.
- Ensuring physical cargoes quantity tally with pallet markings indicated before arranging it in orderly manner according to its place of destination & freight forwarding companies. Highlight any anomaly (i.e. physical defects, physical quantity not tally) immediately to respective sorting departments.
- Release of cargoes to freight forwarders with reference to shipping documents or transport manifest. Ensure all urgent cargoes are being push out & collect on the same day.
- In the event whereby manifest does not tally with actual cargoes quantities (i.e. due to duplication of pick summary, wrong carton box number placed), the cargoes will be hold & hand back to respective sorting departments for rectification.
- Oversee all loading activities are in fast and safe manner. Ensure forklift operator performs daily equipment check based on checklist. And maintain condition & charging of MHE after end of day

shift.

- Update & upload SKU into WMS after scanning of merchandise Burberry items. As for non-merchandise Burberry item, update description into WMS, together with assigned location respectively.
- Picking of both either non-merchandise or merchandise items based on location assigned in picklist. Ensure each SKU & quantities are properly scan correctly based on picklist. Any discrepancies found, to highlight customer accordingly.
- Ensure all outgoing carton boxes are sealed and palletize. After which, to liaise with customer on the collection of cargo.

Company: SBS Transit Ltd

Position Held: Logistics Officer, Central Delivery Section (CDS) & Central Warehouse (Interim)

Years of Service: Jan 2011 to Aug 2012

Reason for Leaving: To further pursue studies

Work Achievements:

- Implementation of bench stock for different types of bus windscreens & side glass due to space constraint
- Implementation of no IDT (Inter-Depot Transfer) of front windscreen due to safety purpose

Responsibilities:

- Lead & manage a team of 13 members, comprises of warehouse assistants & drivers respective, in the absence of warehouse manager.
- Co-ordinate with inventory section, plan & schedule on the delivery of spares parts & urgent components to various bus depots sub-stores on the same day.
- Ensure proper job allocation is drawn up so that individual driver is aware of his work. Ensure daily parade tasks (First parade) are perform by individual driver & report any anomalies encountered or damage of equipment to immediate supervisor (HOD).
- Send drivers to attend lorry crane course at training institute. Ensure that only authorized personnel are allow to operate both the vehicle & crane safely. Covering of delivery duty when necessary.
- To ensure all 6 units of vehicles are maintained at tip-top condition (Serviceable). Ensure that vehicle road tax are valid. Monitor & ensure all journeys travelled, are being recorded in vehicle log book.
- Send all MHE (i.e. Crane & chain slings) are send for yearly maintenance, load test & certification by AE/PE (Authorize Examiner/ Professional Examiner).
- Submit monthly report (i.e. Equipment status, fuel consumption) to management.
- Raise Work Order or source quotations from service providers for job repairs of equipment. Local purchase of Material Handling Equipment (i.e. Trolleys, ladders, cranes), based on budget catered.
- Oversee safety & security in warehouse to ensure personnel abide to rules & regulations. Review of warehouse work processes yearly.
- Ensure daily housekeeping performed by warehouse personnel. Ensure all MHE (i.e. Reach truck & stackers) are serviceable. Ensure proper job allocation is drawn up so that individual staff is aware of his work.
- Goods Issue (GI) of urgent or normal components via Stock Transport Order (STO) upon receive of information from inventory section. Perform Goods Receipt (GR) of shipment or after repaired components with reference to Delivery order via Flexnet or SAP. Liaise with supplier if any stock discrepancy or damaged shipment.

Company: Republic of Singapore Airforce

Position Held: Aviation Material Supervisor, Vehicle Supervisor & Deputy Ground Logistics Officer

Years of Service: Sept 2000 to Sept 2010

Reason for Leaving: 10 years contract expired

Work Achievements:

- Outstanding serviceman of the month, June 2006
- Provide logistic support for overseas permanent detachment & home base
- Provide logistic support for live firing exercise in Ping Tung, Taiwan, 2008

Responsibilities:

- Oversee safety in sub-store to ensure personnel abide to rules and regulations.
- Perform daily housekeeping. Managing of technical items in various inventories. Ensure all technical items received are properly labelled, correct, suitably packed, free from signs of stress or damaged before store in designated location.
- Consolidating of issue vouchers, BER certificates & ICC. To conduct monthly stocktaking, in preparation for annual inventory & audit checks respectively.
- Monitoring of all shelf-life items using FIFO (First In, First Out) method. Perform weekly check & daily maintenance on POL stored in POL cabinets, with Material Safety Data Sheet (MSDS) available.
- Picking & perform suitable packaging for all dispatched items meant for vendor for repair, calibration, scrap, condemn, disposal of hazardous items & place-in storage in at respective supporting warehouse.
- Monitoring & updating of incoming/outgoing items in register. Submit monthly report to management on status of technical items.
- Ensure daily parade tasks are performed by the driver, report any anomalies or damage to management immediately & all the journey travelled are being recorded in the vehicle log book.
- Ensure only authorized personnel with valid LOA (Letter of Authorization) are allow to operate the vehicle & driver must attend, go through orientation course, access & permitted by vehicle supervisor before one is allow to drive.
- Ensure all accessories (i.e. tool kit, fire extinguisher, first aid kit, spare wheel) in the vehicle are accounted for & are in serviceable condition & fuel are fully topped up when fuel gauge hit below ¼ mark.
- Ensure vehicle are sent to authorize vehicle centre for inspection when called upon every 6 monthly, vehicle insurance coverage & road tax are valid. To also verify the vehicle is in a reasonably safe working condition (i.e. brakes, lights, tyres) before acceptance of vehicle.
- Assist in indenting, scrapping and purchasing of office equipment & stationary through ES or EPS & perform monthly inventory check to ensure accuracy in individual offices.

COMPUTER LITERCY AND SKILLS

- Proficiency in Microsoft Excel, Words & PowerPoint
- Knowledge in Enterprise System (ES), SAP & WMS in Material Management module

ACADEMIC ACHIEVEMENTS

Institution: SSTC Institute

Duration: 05 – 29 Oct 2020

Title: Diploma in Leadership and People Management

Institution: Singapore Institute of Purchasing & Material Management (SIPMM)

Duration: 29 – 30 Nov 2016

Title: Certificate in Tender Evaluation & Contract Administration

Institution: Singapore Logistics Association

Duration: Mar 2012 to Apr 2013

Title: Diploma in Integrated Logistics Management

Diploma in International Freight Forwarding (FIATA)

Institution: ITE Yishun

Duration: Nov 1998 to May 2000

Title: NTC-2 in Wafer Fabrication

Institution: Si Ling Secondary School

Duration: Jan 1993 to Dec 1997

Title: GCE 'O' level (Passed)

CREDENTIAL REFERENCES

EXPECTED SALARY:

S\$3600 – S\$4000

AVAILABILITY OF WORK COMMENCEMENT:

Immediate