

**NAME:**

Address:

Contacts:

Email:

Nationality:

Expected Salary: 2.7k & Above (negotiable)

Availability: 2 weeks

**ACADEMIC QUALIFICATIONS**

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- ITE COLLEGE EAST JAN 2008 - DEC 2009
- NITEC in Facility Technology : GPA 2.3

SECONDARY SCHOOL : (BEDOK TOWN SECONDARY SCHOOL)

JAN 2004 - NOV 2007

- GCE 'N' LEVEL.
- PASS : (ENGLISH, MOTHER TONGUE, ART, COMPUTER APPLICATIONS)

**WORK EXPERIENCE**

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Company name: Geodis Singapore Pte Ltd

Responsibilities: Operation Executive ( OIL & GAS )

From : Feb 2020 -

**Salary : 2.7 k**

- Receive the Shipping instructions from Origin Office / Customer and make sure the manifestation & day to day revision process is carried out without any intervention in order to achieve the service level agreement.
- Handling the issues raised by the Origin Office / Customers
- Handling shipment which contains DG , In Gauge & Out Gauge
- Assisting sales with quotation and ensure to meet the quote's that is acceptable by customer
- Preparing Certificate of Origin if required from customer
- Handling LCL/ FCL shipment & also Breakbulk shipment that require to book charter a full vessel etc. Long pipes
- Coordinated with truckers to have cargo picked up at the designated plant and delivered to the designated port in a timely manner
- Booked and coordinated ocean export shipments utilizing the most cost-effective and efficient means with ocean carriers and domestic routing
- Prepared and ocean export shipment file from beginning to end, ensuring shipment file costs are accrued to file and properly invoiced
- Handled a large volume of shipments and created 40-50 sets of export documents per week.
  - Familiar with NEXTGEN system and milestone updates

Company name: CargoHub Groupage Services Pte Ltd

Responsibilities: Customer Services executive( Export/import/cross trade Air & Sea)

From : Aug 2018 - Dec 2019

**Salary : 2.2k**

- Handling customer's enquiries on Air/Sea/Cross trad/transhipment import/export shipments.

- Co-ordinate sea export shipment and their respective documentations, customs clearance, formalities & billings
- Arrange sea Cargo bookings with carriers ,NVOCC, Co-Loaders and Agents
- Arrange booking & getting quotation from Airline for air Export shipment
- Arrange insurance and assist client in the event of a claim
- Organize with Transportation/Trucking vendors on shipment deliveries ETC (FCL, LCL, Air shipment)
- Provide quotation to customer & ensure to meet customer needs
- Liaising with several overseas Agent for Cross trade shipment to ensure Goods is being pick up & handle with a proper care
- Using Global Etrade Services for Export & Import permit (etc. GST, Transhipment, ME ,OD)

**Company name:** Yat Lye Airfreight Pte Ltd

**Responsibilities:** operation officer( Air/Sea Import)

**From :** Jan 2015 – Aug 2018

**Salary:** 2.0k

- Handling customer's enquiries on Air/Sea import shipments.
- Releasing pornet & exchange D.O to truckers for LCL/FCL container for trucking
- Maintain good relationships with customers. Ensure all operations executed smoothly. Updated and inform clients about their shipment status.
- Ensure all clients receive their shipment on time to meet their delivery deadlines
- Handling full sets of shipping documents (e.g. generating of
- delivery order, arrival notice, invoices). Arranging transport for collection and delivery.
- Liasing with overseas agents on shipment matters, Invoicing to the closing of all files.
- Prepare billing for customer
- Familiar with Sysfreight system

**Company Name :** Marina Bay Sands /

**Responsibilities :** Guest Service Agent( skypark pool)

**From :** April 2013 –Sep 2015

**salary :** 1.850k

- To ensure that the pool is well-stocked with sufficient towels for guest comfort.
- To maintain a high standard for the appearance and cleanliness of the
- is not directly related to his/her area of capacity. To forward the request on to the right deparment.
- We observe guests reactions and confer frequently with the management to ensure guest satisfaction.
- Upkeep pool, the pool deck area and the pool concierge kiosk
- Attend to guest request. In the event that the request the storage areas areas with sufficient inventory of towels.

**Company name :** Cathay Cineplex (part time)

**Responsibilities :** ticketing counter/ Usher

**From :** June 2012-April 2013

**salary :** 1.1K

- Liasing with projectionist on the movie timing & ensure movie start on time
- Checking with the cleaner supervisor and ensure all hall have been clean after movie ends
- To check the I/C of every guest if movie is under NC16/M18 Or R21.
- Selling movie tickets & advise guests for the cards promotion (ETC : mastercards, Visa) & also on weekdays promotion for students & senior citizen
- Check if all the food item are restock before opening & to indicate on the checklist and liasing with the logistics

### **National Service**

Enlistment date : 27 April 2010

ORD date : 26 Febuary 2012

Rank : Coporal

Vocation : supply Hub East (store man)

### **Responsibilities :**

In charge of : Ration Indent IC and a Armskote 2IC.

Ration indent: Every Wednesday(weekly) to get the platoon strength & submit the food indent to the F&B Mananger. Unsure all the 11B is scan at the counter before consume the meal.

Armskote 2IC: To ensure all the weapon to be check & oil it weekly to prevent it to be rust & spoil. All weapon is to be ready before reservist for NSmen.

### **OTHERS**

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#### **1. Language Proficiency**

- English and Malay (Spoken And Written)*Objectives : To work towards achieving the greater success in my carrier through hard work, consistency and ability to work with others to achieve organisational goals, aims and objectives.*