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Objective: Hands-on Operations Manager offering experience in supervision of workover and completion operations. Exceptionally skilled at motivating team members to perform duties and achieve highest potential. Successful introducing lean manufacturing to increase productivity and cut costs of completion. Proficient at carrying out regular operational reviews and leading teams.

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## **Work History**

### **Regional Operations Manager, FILTEC PTE LTD**

Singapore Aug 2015 – Current

- Delivered business strategy and developed systems and procedures to improve operational quality and team efficiency.
- Managed purchasing, sales, marketing and customer account operations efficiently.
- Recruited, hired and trained initial personnel, working to establish key internal functions and outline scope of positions for new organization.
- Traveled to oversea quarterly to manage distribution centre and perform reviews of individual managers and employees.
- Boosted customer experiences by delivering superior customer service, issue resolution and merchandising.
- Led warehouse improvement initiatives to advance operational efficiencies and increase revenue.
- Standardized inventory reporting and analysis and maintained monthly procurement plan to support timely supply and delivery of quality supplies and equipment.
- Handled customs clearances and documentation to deliver goods in compliance with laws and regulations.
- Informed sales team on availability and interpretation of forecasting and territory management data to enable team members to close more sales.

### **Retail Operations Coordinator, WORLDTREE ENTERPRISE PTE LTD**

Singapore Apr 2014 - May 2015

- Implemented daily operating procedures to keep store clean, adequately stocked and well-organized.
- Examined incoming inventory, merchandised shelves and prevented shrinkage.
- Aligned inventory processes with demand projections to maximize organizational and budget efficiency.
- Marked-down clearance items and relocated merchandise to proper store areas.
- Monitor and process the installation jobs and schedules.
- Provide accurate information (e.g. product features, pricing and after-sales services)

*Reason for Leaving:* Better career prospects, professional growth and work opportunities.

*References:* Mr. Wong Kim Kee (Director) HP: +65 9745 2728

## **Operations Executive, VSV AUTOMATION & ENGINEERING SDN BHD**

Malaysia Mar 2013 - Mar 2014

- Applied performance data to evaluate and improve operations, target current business conditions and forecast needs.
- Quickly learned new skills and applied them to daily tasks, improving efficiency and productivity.
- Carried out day-day-day duties accurately and efficiently.
- Resolved problems, improved operations and provided exceptional service.
- Material and inventory control
- Worked with vendors to make purchases and reconcile invoices.

*Reason for Leaving:* Desire move to Singapore.

*References:* Mr. Vun Han Chiang (Director), HP: +6016-780 2004

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### **Skill**

- |   |                                     |
|---|-------------------------------------|
| • Focus and Follow-Through                      | • Decision Making                   |
| • Cost Reduction                                | • Price Structuring                 |
| • Records Organization and Management           | • Database Maintenance              |
| • Multitasking and Prioritization               | • Customer Relations                |
| • Materials Planning and Logistics              | • Inventory Tracking and Management |
| • Knowledge on software ERP SAGE                | • Time Management                   |
| • MS Office (Word, Excel, PowerPoint & outlook) |                                     |
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### **Education**

**Diploma in Commerce (LSCM)**, Kaplan Higher Education Institute

Logistic & Supply Chain Management

Singapore - Expected in Apr 2022

**Diploma in Quantity Survey**, Institut Eksekutif

Construction Engineering

Malaysia - Jul 2012

**SPM (GCE 'O' Level)**, SMK Petra Jaya

Mathematics & Science

Malaysia - Nov 2008

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### **Additional Information**

- Singapore Permanent Residence (PR)
- Driving License Class 3
- Salary Expectation: SGD 4000
- Notice Period: 2 Months