

Personal Particulars

Name:

Contact Information

WHATSAPP

Career Objective

With 4 years working experience in logistic sector, I think must use of my interpersonal skills to achieve goals of a company that focuses on **customer satisfaction and customer experience** is an important element.

Education

Diploma of Logistics Management

2015 - 2017

College: Southern University college Johor Bahru

UEC / SPM levels

2009 - 2014

Secondary school: Foon Yew High School Johor Bahru

Working Experience

- Shangwei Industries Sdn Bhd (Logistic Supervisor)
- Transairmarine Freight Services Sdn. Bhd. (Freight Forwarding Officer)
- Penanshin Shipping Pte Ltd (Export Coordinator)

Skills

Languages

English
Mandarin
Malay

Critical Thinking
Customer Service
Logistics
Operations Management
Microsoft Office
Procurement
Sales
Marketing
Documentation

Experience

Export Coordinator (09/2021 - Present)

Oversees daily consolidation operation

- Check & verified load plan (**Tally Sheet**)
- Check **PortNet** vessel delay or depart
- Payment to **carriers** (verified correct ocean freight rates / SGD or USD/Transfer/Cheque)

Billing invoice

- Check & verified **billing instruction** from **import/transshipment/Consol/Nomination(FOB/EXW)/Tender/DG Shipment**
- Closing 14 ports **Balance Sheet** and **Debit Note/Credit Note** send to POD Agent
- Checking **P&L**

Export coordinate

- Responding **customer queries**
- Liaise with **shipper/Consignee/Origin & Destination Agent**
- Assist to **handling and preparation** of shipping documents (eg. Original/Telex Bill of Lading , tax invoice , Export Permit , Pre-alert , update cargo status)
- Check and update **cargo status** for POL/POD

Others

- Data Entry**
- Monitor the job for **Malaysia Team** (eg. Pre-Alert , SI Submission ,Responding customer queries)

Current Workload

- Handled **14 ports**
(VNDAD/MYSBW/MYMY/PHMNS/TRIST/JPTYO/AUFRE/BEANR/FRFOS/FRLEH/NLRTM/CLVAP/HKHKG/THLCH)
- Able to working under **minimal supervision.**
- Using **SysFreight Software** (Logistic system)
- Diploma in Logistic (Malaysia)
- Available in Singapore

Freight Forwarder Officer (08/2019 - 09/2021)

-Attend to customer enquiry.

Procure transport rate from carrier/liners/Haulier and **sell/negotiate** rates with customers. Develop opportunities, marketing strategy and maintain relationships with new/existing customers.

-Prepare billings, invoice, LOI and all export documentation.

Arrange and liaise with warehouse, carrier,co-loader, port and relevant parties.

Monitor vessel movement/ vessel operation and solve operational issues.

-Basic admin duties , such as entry & update latest details into internal system on time and accurately , costings , payment follow-up , closing of job file.

-Sovy Logistic System

Logistic Supervisor (03/2018 - 06/2019)

My job position is Logistic Supervisor in Shangwei Industries Sdn Bhd, my main task is **lead a fleet of trucks and drivers** for make sure all the delivery orders dispatched to customer's coverage **WEST MALAYSIA and SINGAPORE**.

Responsibilities and duties: **-Make daily delivery schedule** for drivers, Handle the processing of all orders with accuracy and timeliness, updating of drivers & attendants trip charges & attendance report (Day-to-day schedules).

-Settle all the issues concerned trucks & drivers, communicate effectively with drivers & attendants, control & issuing of petty cash.

-Human Resource affair (Drivers,Attendant,Logistic Clerk), follow-up action on **logistic staff related issues**.

-Leadership.

-Documentation(Invoice, Packing List, custom form) , Microsoft Excel , Word and PowerPoint

Summary

Education Background	-UEC / SPM -Diploma in Logistic Management
Working Experiences	<ul style="list-style-type: none">• Shangwei Industries Sdn Bhd (Logistic Supervisor)• Transairmarine Freight Services Sdn. Bhd. (Freight Forwarding Officer)• Penanshin Shipping Pte Ltd (Export Coordinator)
Current Salary	SGD 2,400.00
Expected Salary	SGD 2,600.00
Date of Availability	Short Notice
Remarks	