

## PROFESSIONAL SUMMARY

A challenging permanent position providing the opportunity to contribute my comprehension in a company, where I can apply and expand my knowledge and continue to accumulate new experiences. Prefer systematic, practical and logical approach of contributing ideas in work improvement systems. I would like to work in a dynamic and rewarding working environment where people are appreciated as individuals and are given the opportunity to make a difference and given recognition.

**OBJECTIVES-** To secure a stable job in your company Laborious Warehouse Team Lead with 10 years of experience in aviation,FMCG,chemical warehouses.

Committed to meeting long-term financial goals through detail-oriented planning and supervision.

Methodical Warehouse Supervisor skilled in warehouse organization and team management displayed over 8 years of superior performance in warehouse roles. Pursuing a role to apply knowledge of shipping and receiving documentation, warehouse safety and inventory management.

## WORK RELATED SKILLS

- Leadership
- Training and Development
- Staff Management
- Processes and Procedures
- Team Building
- Training and mentoring
- Project Management
- Operations management
- Staff training and development
- Staffing and scheduling
- Propane forklift operations
- Database management software(SAP)

## WORK HISTORY

### **BOLLORE LOGISTICS PTE LTD - SUPERVISOR**

*SINGAPORE, SINGAPORE • 01/2015 - Current*

- Promoted safety policies and practices among personnel, enforcing appropriate handling and use of equipment and products.
- Collaborated with management to implement new initiatives and policies and achieve benchmarks for production, quality and safety.
- Completed daily operations on time and maintained high standards of accuracy.
- Oversaw inventory control levels and verified storage and organization processes were upheld correctly.
- Managed scheduling and task delegation for 10-member warehouse team.
- Supervised shipping and handling operations.

## EDUCATION

### SINGAPORE INSTITUTE OF PURCHASING AND MATERIALS MA

JURONG EAST • 10/2019

**EXECUTIVE COURSE:** TENDER  
EVALUATION AND CONTRACT  
ADMINISTRATION

### SINGAPORE INSTITUTE OF PURCHASING AND MATERIALS MANAGEMENT

03/2019

**PROFESSIONAL DIPLOMA IN  
WAREHOUSE MANAGEMENT:**  
WAREHOUSING MANAGEMENT

### QUEENSWAY SECONDARY SCHOOL

COMMONWEALTH • 12/2003

*High School Diploma*

### ZHANGDE PRIMARY SCHOOL

BUKIT MERAH • 12/1999

**PSLE**

- Performed troubleshooting to resolve issues with equipment, devices and products.
- Monitored employee performance and offered mentoring and leadership to improve any deficiencies.
- Maintained high levels of accuracy in daily operations.
- Managed day-to-day operations of warehouse, including freight and parcel shipments, returns and transfers.

### SANKYU SINGAPORE PTE LTD - ASSISTANT SUPERVISOR

JURONG ISLAND, SINGAPORE • 01/2013 - 01/2014

- Created efficient work schedules for each team member to maintain deadlines and keep shifts properly staffed.
- Led warehouse improvement initiatives to advance operational efficiencies and increase revenue.
- Monitored daily and weekly key performance indicators to maintain on-track status.
- Evaluated employee skills and knowledge regularly, providing hands-on training and mentoring to individuals with lagging skills.
- Oversaw loading and unloading of packages in warehouse.
- Maximized productivity by keeping detailed records of daily progress and identifying and rectifying areas for improvement.
- Collaborated with other leaders and executives to direct workflow and support operations.
- Maintained clean and well-organized production areas to avoid violations or unnecessary work delays due to hazards or inefficient layouts.

### WEISHEN TRADING AND SERVICES - SENIOR CHARGEHAND

WOODLANDS, SINGAPORE • 07/2006 - 12/2012

- Organized labels and packages to store current and effective stock items.
- Processed and analyzed test results for chemical mixtures to promote high-quality yield and took appropriate actions to correct undesirable results.
- Used panel boards, control boards and semi-automatic equipment to control or operate chemical processes and systems of machines.
- Collaborated with technical and supervisory personnel to report or resolve conditions affecting safety, efficiency and product quality.

- Operated forklifts to move packaged materials and chemical supplies and load and unload trucks and railcars.
- Maintained excellent attendance record, consistently arriving to work on time.
- Conducted general housekeeping functions such as removing spills and organizing supplies.
- Performed daily evaluations of wells by measuring tank levels, checking flow lines and documenting pressures.

## **COMPUTER PROFICIENCY AND SKILLS**

Internet Explorer

Microsoft Office

Microsoft Word

Microsoft Excel

Powerpoint 2007

SAP knowledgeable

PSA Forklift License

## **AFFILIATIONS**

<https://sipmm.edu.sg/five-best-practices-effective-warehouse/>