

RESUME

Name:

Address:

Mobile:

Email:

NRIC No:

Age:

Gender:

Date Of Birth:

Status:

Race:

License: Class 3 & Class 2B

CAREER OBJECTIVE

An established individual seeking a forward-looking organization that places strong emphasis on people development and re-invention of corporate strategies to align with the ever- changing global environment. A team player willing to learn thru every experience giving enthusiasm and produce excellence for the company.

EMPLOYMENT HISTORY

Sales Coordinator (Full-time)

Dec 2009 – Nov 2010

Best Denki Store

Reason for leaving: Got a better job offer

Last drawn salary: \$1000

- Giving good service to customers query on IT products
- Generate sales and hit sales target
- Co-ordinate sales in the department assigned
- Promoting and marketing of new available products, discounts, promotions
- Following up on sales leads
- Following up on sales reports
- Need of use in computer basics, Microsoft, Internet Explorer, Powerpoint
- Stock taking and inventory
- Assist customer to make payments
- And other ad-hoc duties given
 - Housekeeping
 - Check of default items and reporting

Sea freight/ Air freight Warehouse Inventory (Full-time)

September 2011 – June 2012

Griffin Kinetic Pte Ltd

Reason for leaving: Got a better offer and promotion Last drawn salary: \$1700

- Ensure cargoes & document tally before handing over delivery Utilizes material handling equipment such as forklifts, stackers, etc.
- Prepares orders by processing requests and supply orders; pulling materials; packing boxes; placing orders in delivery area.
- To be responsible for completion and prompt submission of all related paperwork and provision of other information as requested.
- Oversee truck loading operations to ensure all policies and procedures are followed accordingly.
- Receives and verifies accuracy of incoming shipments.

- Maintains accurate inventory records through the use of a computerized inventory system.
- Able to operate SAP System.

Operations Supervisor (Full-time)

June 2012 – June 2014

SDV Pte Ltd

Reason for leaving: End of contract

Last drawn salary: \$3,000

- Ensure effective and timely implementation of all Logistics daily operational goals inclusive of Shipping functions and Inventory Management.
- Develop and initiate monthly reports having required project timelines, corporate metrics and productivity measurements.
- Support inventory management consisting of reconciling and maintaining of finished goods inventory by sku along with lot date at 3PL warehouse locations.
- Ensure to process orders and on-time delivery by a network of courier companies and warehouses.
- Head team to develop, articulate and maintain logistic process documentation.

Warehouse Supervisor (Full-time)

June 2014 – September 2017

Griffin Kinetic Pte Ltd

Reason for leaving: Looking for better opportunity Last drawn salary: \$2,600

- Supervises team to ensure that the receiving and outgoing cargoes are in accordance with the D/O .
- Comply with ISO procedures and safety measures.
- Build partnership with customers and ensure that all service performances and projects targets are met within customer's requirements.
- Assisting Operation Manager in the control and planning of the operations process.

Logistic Officer (Full-time)

September 2017 – September 2018

DB Schenker Pte Ltd

Reason for leaving: End of 1-year Contract

Last drawn salary: \$2300

- Perform transactions and update GRN data in WMS Inventory System & WIN System.
- Perform stock take and ensure smooth operations of warehouse.
- Perform any other ad-hoc duties as assigned by superior.
- Provide complete and updated information to warehouse concerning time and place of delivery
- Manage clients' queries and complaints
- Liaison between clients and warehouse staff on all goods receipts and goods release
- Create Permit and get it approved by the Agents per delivery.
- Ensure DG items are to book and repack before preparing order.

Sales & Warehouse Coordinator (Full-time)

October 2018 – October 2020

Baader Asia Pte Ltd

Reason for leaving: Looking for a better opportunity

Last drawn salary: \$2300

- Perform transactions and update GRN data in U8 (Chinese system) & SAP system.
- Perform stock take and ensure smooth operations of warehouse.
- Provide complete and updated information to warehouse concerning time and place of delivery
- Manage clients' queries and complaints
- Liaison between clients and warehouse staff on all goods receipts and goods release
- Create Permit and get it approved by the Agents per delivery.
- Ensure DG items are to book and repack before preparing order.
- Update Sales in Profit data Analysis.
- Create Sales quotation for customer enquiries.

Logistic Executive (Full-time)

February 2021 – Jan 2022

BES Technology Pte Ltd

Last drawn salary: \$2600

- Responsible to source, negotiate, and purchase material from both local and overseas vendors
- Evaluate vendor's quotation to ensure that they are in line with the specifications required for the sales team
- Sourcing materials, goods, products, and services and negotiating the best or most cost-effective contracts and deals
- Performing inventory inspections and reordering supplies and stock as necessary
- In charge of daily operational purchasing needs such as planning, issuing, and following up on Purchase Orders delivery and shipment schedules
- Resolve supply, quality, service, and invoicing issues with vendors
- Evaluate supplier performance based on quality standards, delivery time & best prices and ensure all the criteria are met accordingly to the organizational requirements and expectation
- Responsible for implementing internal procurement strategies to cater to high delivery and short lead time requirements
- Undertake any other ad-hoc duties as assigned

MISCELLANEOUS

Freelance

Focal Security

Security / \$75(per day)

-Relieve security for event, deployments, screening

Samson Zee

Sound system operator / \$50(per day)

-Set up of sound system for events/shows

SOUL Security

Security / \$80 (per day)

-Part-time security

EDUCATION & TRAINING

Nitec in Precision Engineering Tool and Mould

Passed with GPA 1.47

2007

ITE COLLEGE BALESTIER (WEST)

GCE "N" Levels

Passed 8 for "N" level

2004

PASIR RIS CREST SECONDARY SCHOOL

PSLE

Passed with aggregate score of 147

2000

LOYANG PRIMARY SCHOOL

IT & LANGUAGE PROFICIENCY

INTERNET EXPLORER / OUTLOOK EXPRESS
MICROSOFT OFFICE / EXCEL / WORD / WORKS / POWERPOINT

Spoken
English - Good
Malay - Moderate
Written
English - Good
Malay - Moderate

Core Curriculum Activities

PASIR RIS CREST SECONDARY SCHOOL

2001 -
2004

- National Cadet Corp

Other Certificates/Achievements

- Certificate In Security Operation (Security Officer) 2010
- Advance Certificate In Security Supervision (Supervise Security Officer) 2010

Family Particulars

<u>Name</u>	<u>Date of Birth</u>	<u>Relationship</u>	<u>Occupation</u>
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Additional Information

Current Salary: \$ 2600

Expected Salary: \$3000 (Negotiable)

Notice Period: Immediately

National Service: Completed (13th December 2009)