
PROFILE:

Detailed, goal-oriented and result driven operation executive with 3-year freight experience, able to demonstrate ability to create new business opportunities, maintaining good relationship with clients and coordinate well with people from diverse background.

QUALIFICATION:

University of Dublin <ul style="list-style-type: none">Bsc (Hons) In Logistics Management	2012-2014
Kaplan Higher institute <ul style="list-style-type: none">Diploma In Logistics Management	2011-2012
ITE Bedok <ul style="list-style-type: none">NITEC In Electrical Engineering	2003-2004
SengKang Secondary School <ul style="list-style-type: none">GCE 'N' Level	1999-2002
Braddell Primary School <ul style="list-style-type: none">PSLE	1993-1998

WORK EXPERIENCE:

Brink's Global Services Pte Ltd

Export / Import Executive (VALUABLE)

Jun'19– Current

- Handling customers rate and booking enquiry
- Rate comparison from various carriers (freight planning)
- Process air booking, handling full sets of air import/ export documentation
- Monitoring of shipment departure/ arrival (arrival date, short landed, missing cargo)
- Customs permit declaration (Bonded permit, Temporary import/export permit, KP permit etc)
- Ensuring compliance on import and export matter
- Managing of staff, drivers to ensure smooth arrangement of both Crews delivery and collection of shipment

Aviation Export Executive (ENGINES) Kuehne + Nagel**Dec'18 – May'19**

- Collaborate with control tower (Internal) and overseas agent for rates and provide quotation to Rolls Royce (shipper).
- Provide best flight planning option and best rates to Shipper.
- Negotiation with Airlines for rates and confirm space booking.
- Arrange Engines collection prior flight departure, ensure communication is clear to avoid late pick up
- Execute export documentation
- Tarmac loading (If require).
- Tabulates Monthly report for all engines
- Billing for engines after shipment arrived at destination
- Stand-in Team lead role guiding fresh graduate and new staffs on SOP

Aviation Export Executive (AOG) Kuehne + Nagel**Apr'18 - Dec'18**

- Process incoming customer orders via call or email, after verifying AOG status on shipments.
- Process Dangerous goods (DG) shipment (Class 1.4C ,2, 3, 8 and 9)
- Work with various carrier to obtain best rates and space
- Timely and accurate input of all the shipment information into our in-house software, AIRLOG.
- Determine which airport has the best flight options to meet the customer's timeline, and liaise with the local office at that port if assistance is necessary.
- Obtain all essential documentation required for shipping the goods, as either imports or exports.
- Communicate documentation discrepancies to supervisor and/or client.
- Arrange domestic transport of goods, and ensure that the correct transportation method is used.
- Regularly update the customer or overseas office of the shipment status, and immediately convey if there are any delays.
- Work proactively to resolve any issues that may arise during the course of the shipment to ensure it is moved as quickly as possible.

Airfreight Ops (Export) – (TIC (S) Pte Ltd)**Aug'17 - Apr'18**

- Communicate with Shippers/Co-loader for draft AWBs
- Execute AWBs for general/batteries and DGR shipments
- Labelling of Class cargo (e.g. DG labelling)
- Familiar with airlines rules & regulations
- Coordinate with controlling agencies for HS Code, Singapore customs for compliance rules
- Identify Cargos commodity/damages when arrived in warehouse
- Liaise with transporter for lodging shipments to SATS/DNATA terminal
- Handle export permit declaration (Using Tradeweb)
- Send Pre - alert to Shipper/Co-loaders
- Daily monitoring shipment uplift, report to co-loader/ shipper shipment status
- Generate invoice to shippers/overseas agent

Airfreight Executive – (Seoulin Global Trading Pte Ltd)**Feb'17 - Jul'17**

- Prepare documents and co-ordinate shipments
- Enquire rates, booking of space from airlines
- Execute AWBs for general/batteries and DGR shipments
- Identify Cargos commodity/damages when arrived in warehouse
- Liaise with transporter for lodging shipments to SATS/DNATA terminal
- Send Pre - alert to Shipper/Co-loaders
- Daily monitoring shipment uplift, report to co-loader/ shipper shipment status
- Generate billing to overseas agent and local customers
- Handle import shipments/ E-commerce
- Declaration of import permit (e.g. GST and duty tax)
- Check on shipment arrival of import shipment
- Do billing to overseas agent and local customers

Seafreight Executive – (Seoulin Global Trading Pte Ltd)**Jan'16 - Feb'17**

- Arrange and coordinate import/export ocean shipment
- Booking of services with co-loaders for export shipment
- Attend to customers' enquiries and process orders promptly and accurately
- Prepare quotation to customer when needed
- Handle permit declaration (Import & Export)
- Preparation of certificate of origin when requires
- Generate billing to overseas agent and local customers
- Collate weekly, monthly shipments/order reports to customers and management
- Build good rapport with clients to fulfil their requirement
- Ensure smooth and timely delivery of shipment.

Sales Executive (Kian Chue Hwa Pte Ltd)**Nov'13 – Jan'16**

- Achieve sales target set by management
- Communicate and coordinate with purchaser to ensure smooth orders and deliveries
- Sourcing for new products and non-stock items
- Price negotiation and perform price comparison from various suppliers
- Maintain and building relationship with new/ existing customers
- Provide necessary advice to customers and identify customers' needs
- Identify sales opportunities, conduct sales call and visit customers once or twice weekly
- Identify fast moving product and recommend stocks replenishment
- Performed monthly sales report to general manager
- Performs other related function as required

Logistics Assistant (Neoasia Pte Ltd)**Oct'09 – Oct'13**

- Support loading/ unloading of goods and conduct goods inspection
- And receipt
- Issuing goods to sales personnel with proper documentation
- Ensure goods are pack and stack, in accordance to vehicle size and space
- Liaise with transporter for overseas shipment, prepared proforma invoice for transporter
- Maximizing of storage space and maintain warehouse in neat and orderly manner
- Ensure all inventory record; store inventory; order; delivery note and other warehouse document
- Conduct quarterly stock-take and annual audit stock-take

Operation Assistant (PSA Corporation Pte Ltd)**Aug'07 – Sept'09**

- Assist supervisor to oversee warehouse function, ensuring technician drawing out goods with proper documentation to minimize stocks discrepancy
- Coordinate with supplier for incoming goods and stored in proper location
- Receiving and loading/unloading of goods from various suppliers
- Conduct warehouse safety check daily to make sure no disruption or any potential hazard
- Recommend stocks purchase, ensure that fast moving goods are sufficient
- Performed annual stock-take
- Admin stuffs

PERSONAL STRENGTHS:

- Good communication and interpersonal skills
- Able to act as middleman for supervisors and colleagues
- Adaptable to changes in dynamic environment
- Independent and dedicated with a positive attitude
- Take up leadership position when needed
- Responsible and able to attend to details
- Keen to learn

SKILLS & COMPETENCIES:**Operations Planning and Execution**

- Achieved company target for export in 2020
- Exceeded export for 2 quarters in 2021
- Completed lean management

REMUNERATIONS AND AVAILABILITY:

Notice period: 6 Weeks

Expected salary: \$ 4300
