

SKILLS & ABILITIES

- Fluent in speaking & writing English, Speaks Basic Mandarin
- Basic Microsoft office skills (Words, Excel, Powerpoint)
- Familiar with social media platforms.

EXPERIENCE

Operations Manager, Continental Delight Catering Services Pte Ltd

Managed and oversee daily catering and canteen operations
Co-ordinate buffet set-up
Attend to customer's enquiries

Jan 2012 - Nov 2012

Operation Supervisor, Purple Sage Group Pte Ltd

Set-up Buffet line to customer's expectation (Baby shower, Birthday, Full month, Company opening, Company Anniversary etc.
Overall in-charge of beverages
Generate monthly report on staffs
Done quite a number of "Sit Downs"

Nov 2012 - July 2014

Operation Manager, Delizio Catering Pte Ltd

Daily planning of daily operation schedules
Assist and co-ordinate packing
Managed and oversee daily operations

Aug 2014 - Jun 2015

Sales & Business Development Executive, Kaplen IT Services Pte Ltd

Maintain existing account
Building rapport with new clients
Canvassing or cold call to set appointments

July 2015 - Dec 2016

Design Consultant, ID'Sense Interior Pte Ltd

Consult home owners on their home reno requirements
Provide 3D drawings
Perform on-site coordination with contractors

Jan 2017 - Feb 2018

Sales Executive, PaC Components Pte Ltd

Canvas or cold call lighting house and IDs for to make them as biz partner
Follow up
Maintain relationship with biz partner
Provide business development for their company through marketing

Feb 2018 - Oct 2018

Delivery Driver, Ninja Logistics

Operations

Collect and delivery parcels

Nov 2018 -**Present****EDUCATION****N Level**, Singapore, Serangoon Garden Secondary School**1998 - 2012****PSLE**, Singapore, Serangoon Garden South School**1992 - 1997****COMMUNICATION**

I am someone who is easy to work with, a very understanding person especially when it comes to family, loves to talk and interact to understand more about anything.

LEADERSHIP

I love to take control when I know how to, as operation, it is very important on how we deliver our services to customer as we are the last point of contact with them. I will practice Greet, Smile and a simple gesture like saying thank you after serving. I also multi-task and take honor of my duties and responsibilities.

OTHERS**Notice period:** 2 weeks**Expected salary:** \$2800 (negotiable)