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Singapore, 22 Mar 2022

To :

HRD Department

DHL Global Forwarding Singapore Pte Ltd

Dear Sir/Madam,

I found out there's a new job vacancy about the position of Senior Coordinator Ocean Freight at DHL. I believe that my skills and experiences are suitable with your job requirement, therefore i would like to apply the position if the vacancies still available.

My name is Shelly, female, and thirty one years old. I graduated from SEKOLAH TINGGI TEKNOLOGI INDONESIA, an S1 degree majoring in Computer Accounting, with 3.8 of GPA. I am ready to work hard, and highly motivated to work in your respected company. I have been working at Benline as a sales support for nearly 3 years and also previously at Ecogreen Oleochemicals with the same customer service line for about 2 years more. Gratefully my high degree of passion and work hard has been recognized by company , by granting me A score for my annual working performance. With joining DHL, surely I will try my best to learn more about forwarding line and become a valuable contributor to the company.

I enclose my Curriculum Vitae, copy of Degree cert and Transcript, which more fully detailed my qualifications for the position.

I am available for an interview at your convenience and I certainly looking forward to hearing good news from you soon. Thank you for considering my application.

Sincerely,

Address

Date of Birth : 1

Nationality :

Gender :

Marital status:

Contact :

Email :

## Career Objective

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Seeking a sales support / customer service position in a company where I can effectively implement, utilize my skills, abilities, knowledge and experience to excel in work.

## Summary of Qualifications

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- Strong analytical and detail oriented. Able to identify, analyze and solve situation in a better way.
- Ability to organize, prioritize and work under pressure, heavy workload and meet tight deadlines.
- Keen in learning new knowledge and able to adapt to fast change.
- Strong command in English, Indonesian, Chinese and Teochew, both oral and written skills. (Chinese - basic written skills)
- Excellent Microsoft Office user.

## Education

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**STTI (Sekolah Tinggi Teknologi Indonesia )**  
**Bachelor of Computer Accounting**  
**Tanjung Pinang**

**2009 - 2012**

**SMKN 1 Senior High School (Accounting)**  
**Tanjung Pinang**

**2005 - 2008**

**Bintan Junior High School**  
**Tanjung Pinang**

**2002 - 2005**

**Bintan Elementary School**  
**Tanjung Pinang**

**1996 - 2002**

## **Working Experiences**

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### **Ben Line Agencies**

**June 2019 - Present**

#### **Sales Support**

- Support sales team by replying all email or phonecall enquiries when they are not available at office, on leave or out for appointment.
- Applying ocean freight into principal system for all confirm bookings, and follow up with the status of approval.
- Applying extra free time at POL / POD into principal system.
- Applying any charges waiver or discount request into principal system.
- Updating sailing schedule by checking actual ETA in portnet.
- Provide daily lifting forecast report to our principal and management.
- Provide weekly report include import /export forecast, inventory status, special equipment booking forecast, market rate analysis.
- Provide any related reports that our principal required.

### **Ecogreen Oleochemicals Pte Ltd**

**August 2016 - May 2019**

#### **Customer Service**

- Proceed all new orders from marketing.
- Check product availability and input the orders into the system (SAP) accordingly.
- Providing sales contract to customer.
- Make sure to fulfill all customer request such as ontime delivery, documentation and also quality products.
- Updates the status of each order accordingly in excel.
- Liase directly with customer if has any situation need to solve.
- Checking shipping schedule with carrier to match customer ETA destination request.
- Provide booking confirmation and shipping instruction to feeder company and internal production team , for smooth shipment loading.
- Submit BL draft to respective carrier accordingly base on each VGM cut off time.
- Checking carrier invoice's freight rate with the data that provided by FM (Freight Management team).
- Prepare shipping documents and send it to customer on time.
- Save the copy of complete shipping document in the database as final step.

#### **Freight Management (As Trainee)**

- Checking freight rate with all related carrier
- Provide comparison rate bidding to supervisor for approval
- Provide Purchase Order after confirming the final bidding, for CS to proceed shipment.
- Liaise with vendors to update invoice and SOA and solve for any disputed invoice.
- Performing monthly report of Sales, Freight cost and related data.

**PT. Yafindo Mitra Permata****Feb 2016 - Jun 2016**

- Assist Accounts Manager on maintain and manage holding company account, and others relatable works.
- Month audit of Account Receivable team and Account Payable team.
- Preparation and in charge of monthly inventory real-time checking.
- Weekly audit of cash on hand with the cashier
- Checking on sales commission and company product promotion.
- Review monthly bank reconciliation.
- Performing of monthly balance sheet account and management reports.

**PT. Bahtera Bestari Shipping****Nov 2008 - Feb 2016**

- Perform posting of invoices, petty cash and other data entries.
- Perform monthly journal adjustment.
- Maintain and manage full set account of few subsidiary companies.
- Assist supervisor on maintain and manage holding company account.
- Preparation of monthly management and profit reports
- Review monthly bank reconciliation.

**Computer Knowledges**

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- Good knowledge in SAP software.
- Good knowledge in Kingsagent (KA) & AFSYS software.
- Good knowledge in MYOB accounting software.
- Good knowledge in GF Accounting software.
- Good knowledge in Microsoft Office (Word, Excel, Powerpoint)

**Job Preferences**

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Expected Salary : S\$ 3,300.00 (Negotiable)  
Notice period : Available after 1 month confirmation notice  
Reason for leaving : Seeking a high challenge job position.