

APPLICANT DETAILS

Position Applied For : Operations Executive

Name of Applicant :

Gender :

Age :

Marital Status :

Race :

Nationality :

Present Salary : S\$

Expected Salary : S\$

Earliest Date Available: 3 weeks

Skills Proficiency : AS400, Tradenet, Microsoft Office

ACADEMIC / PROFESSIONAL QUALIFICATIONS			
From	To	Name of School / Institution	Highest Level Attained
1979	1982	Henderson Secondary School	GCE 'O' Level

Other Professional Qualifications: Certificate of Logistics Movement (2002)

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EMPLOYMENT HISTORY			
From	To	Name of Employer	Position Held
Jul 07	Present	Aquila Transport Singapore Pte Ltd	Operations Executive
Dec 06	Jun 07	Uniserve Trading & Forwarding	Operations Executive
Sept 06	Nov 06	UPS SCS (S) Pte Ltd	Import Officer
Feb 1997	Sept 02	Danfoss Industries Pte Ltd	Purchasing / Logistics / Shipping / Sales & Project Co-ordinator
Nov 1996	Feb 1997	Jumbo Shipping (S) Pte Ltd	Shipping & Documentation Coordinator
Feb 1995	Nov 1996	Airmark Freight Services Pte Ltd	Permit Officer
Mar 1991	Apr 1991	Newjas Singapore	Senior Operations Clerk
Feb 1991	Mar 1991	Aircargo Novo	Documentation Assistant

Working Experience

1. Acquila Transport Singapore Pte Ltd

Jul 2007 – Present

Position Held : Operation Executive

Salary Drawn : S\$ 2,000

Duties : Handled all aspects of air & sea freight operations, such as:

- Process freight orders (import/export) and (air/sea)
- Arrange delivery and collection to/from shippers to places such as cargo complex, PSA and Keppel Distripark
- Negotiate prices with carriers and shipping companies and place bookings
- Declare import and export permit
- Arrange container trucking
- Issue B/L for export shipment

2. From the duration of Apr 1991 to Jan 1995 I was working with a construction company name Sin Heng Construction Pte Ltd as a Personnel Officer in charge of the applying work permits for foreign workers.