

Job Required Information:

Last Drawn Salary : \$2500
Expected Salary : \$2900 - \$3000
Availability : 3days' notice
Remark : Candidate currently doing ad hoc job

Education Background

Year : 2015
Institution : Northumbria University, Kaplan
Qualification Attained : Bachelor of Arts, Logistics and Supply Chain Management

Employment

Name of Company : Pacific Logistics Group
Period : September 2020 - June 2021
Position : Logistics Executive
Reasons for leaving : End of project
Responsibilities :

- Setting up and managing of Zero GST warehouse.
- Used WMS to keep track of stock levels, transport costs, efficiency and monitor outgoing and inbound deliveries
- Worked with internal and external partners to meet customers' complex needs while adhering to state, national and international constraints and guidelines
- Set performance standards and goals for 10 -person team, using continuous improvement to streamline warehouse processes.
- Documented physical supply chain processes such as workflows, cycle times, position responsibilities and system flows.
- Supervised and trained personnel on supply procedures to guarantee accurate flow of materials.
- Directed logistics operations, including shipping and receiving of wide range of products daily
- Managed department inventories to identify unusual activities, excesses and fluctuations.
- Monitored and reported on functional operating costs, notifying management of cost and labor overruns and providing recommendations for resolution
- Monthly billing and invoicing to customers

Name of Company : Medpace Reference Laboratories
Period : September 2017 - November 2018
Position : Clinical Supplies Coordinator
Reasons for leaving : Company closed down
Responsibilities :

- Distribution of medical supplies to the Asia Pacific region.
- Preparation of Shipment Documents for Airfreight.
- Application of HSA license for medical consumable import.
- Application of NEA license for cutlery
- Forecast and demand of raw materials.
- Production of medical supply kits.
- Knowledge of good clinical practice.
- Liaise and support study coordination.
- Global procurement process for medical reference labs.
- Packing of inbound and outbound shipments.
- Inventory management.
- Discarding of expired kits on a weekly basis.
- Good documentation practice of logistic document records
- Manage a team of 5 logistics associates.
- Managed Facilities Management for Local Office

Name of Company : Ang Mo Kio Thye Hua Kwan Hospital
Period : May 2014 - September 2017
Position : Procurement Executive
Reasons for leaving : Asked to join Medpace
Responsibilities :

- Handled procurement process for the hospital requirement.
- Built up a 110 bed ward in the hospital.
- Designed IT automation of daily hospital functions.
- Performed SAP Migration in Logistics Module.
- Led a team of four.
- Reviewed planned orders, created requisitions for purchase items, and managed the approval process.
- Handled biological samples and lab equipment and other hospital items, including syringes, tubes, and gauzes according to the regulatory requirements.
- Tracked order acknowledgement, prepared and communicated shortage and backlog reports, and provided visibility of potential interruptions to Ward Managers and users in the hospital.
- Identified opportunities and implemented actions to achieve efficiencies.
- Contributed to consolidation, reduction, and rationalization of the local supplier base.
- Planned, coordinated, and monitored the receipt order and dispatch of goods.
- Coordinated the use of automated and computerized systems.
- Kept stock control systems up to date and ensured inventories were accurate.
- Managed Facilities Management In the hospital.

Name of Company : Singapore Technologies Kinetics Ltd

Period : June 2009 - April 2014

Position : Assistant Production Planner

Responsibilities :

- Served as lead planner on the Terrex ICV Carrier Veh.
- Delivered 270 ICV Carrier Veh to Singapore Armed Forces on target delivery schedule.
- Designed Cage system substation for production line.
- Designed job card and route card with different operation codes to eliminate time wastage.
- Designed inventory checklist for different variant ICV carrier.
- Targeted markets at Australia and Malaysia.
- Assisted in processing customer orders and shipments, according to the established schedule.
- Assisted managers in controlling production costs while maintaining the quality standards.
- Reviewed job orders and accordingly established priorities and schedules.
- Monitored execution of job orders and adjusted schedules for timely delivery.
- Planned and monitored material movement in production cycles to ensure continuous operations.
- Planned equipment, material, and manpower needs for job order.
- Coordinated with the manager in resolving production planning and control issues.
- Worked with managers to prepare job order documents and gave timely approvals.
- Worked with cross-functional teams to complete job orders on time and within customer specifications.
- Communicated production updates to managers and customers on regular basis

Name of Company : Alert Always Security Pte Ltd

Period : January 2009 - March 2009

Position : Security Supervisor

Responsibilities :

- Conducted security vigilance for 12 hours in the condominium.
- Led a group of security officers to various security assignments

Computer Literacy

Proficient in Microsoft Office and SAP system

Language

Fluent in English