

## • CURRICULUM VITAE

### Objectives:

To secure a challenging logistics or supply chain management position with a dynamic and exciting organization where my knowledge, experience and skills will contribute towards the growth and success of the organization.

### Experience Contents

#### Having 12+ years' experience in Logistics Operations (Warehousing, Transportation & Freight Forwarding)

- Sound knowledge in Third party logistics and achieve the customer Total logistics needs (Imports, exports, warehousing, transporting ) in Cost effective manner
- Handling customer import & export shipments (NORMAL & CHEMICAL) cargo according to Singapore norms
- Scheduling the import and export shipments on-Timely to fulfill customer requirements
- Maintaining the Documents for the Singapore customs for **Bonded warehouse scheme**
- **Using warehouse management system (WMS) to** make control on the warehouse stocks and movements
- Using **OMS (Order management system)** to prepare the import and export documents and pass on to the administration works
- Sound knowledge in **INCOTERMS**
- Co -ordinating with In-house and third party transporters and arrange the transport such as **Container** Trucking, Isotank Trucking, Local delivery

- Declaring the customs import & export permits using **Trade net software**
- Updating the inward and outward movements to the ware house team in advance to operate warehouse in smooth manner
- Using **Portnet** to closely monitoring the vessel schedule and full portnet process
- Conducting Periodical Stock takes and maintain the stocks in order.

## **WORK EXPERIENCE**

### **PRESENT ORGANISATION**

#### **BERTSCHI SINGAPORE PTE LTD**

**DESIGNATION: CS EXECUTIVE**

**DURATION: JAN 2018 TO PRESENT**

#### **Roles and Responsibilities**

- Build and promote strong, long-lasting customer relationship by understanding their needs.
- Liaise with warehouse and communicate with forwarder for shipment arrangement
- Attend customers enquires and complaints
- Ensuring smooth operation and co-operation with the team members
- Manage customers inventory system -SAP and internal warehouse management systems
- Assist in the month end closing for invoicing and accrual
- In -charge of customer service team training, co-ordination and continuous improvement
- Perform stock reconciliation
- Monitor daily work flow of team members .
- Plan and arrangement of working schedule
- Arrangement of isotank for plant transfer and monitor tank movement
- Order packaging material around one hundred and fifty thousand (drum/IBC) per year for drumming
- Maintain inventory accuracy of around 7000 pallets finished goods per month
- Preparation of monthly cycle count sheet.
- Arrangement of product sample send to customer authorized lab for sample testing.
- Based on the sample result update all the data and qty in customer **SAP** systems
- Arrange transportation for import and Export container , isotank, lcl.
- Arrange transportation for local delivery.
- Email follow up and coordinate with customer and all related department.
- Monthly inventory reconcile /KPI report submission

### **PREVIOUS ORGANISATION**

#### **U-FREIGHT SINGAPORE PTE LTD**

(U-ocean express pte ltd)

**DESIGNATION: SEA FREIGHT EXECUTIVE**

**DURATION: OCT 2014 TO DEC 2017**

**Roles and Responsibilities**

- Monitor and coordinating import shipment
- Receive pre-alert from overseas agent and follow up all shipment until completion
- Clear console import shipment from PSA to our CFW
- Liaise with consignee on import shipment arrangement
- Send arrival notice to consignee and arrange delivery of cargoes
- Billing to customer, agent and overseas office
- Handling customer booking for export shipments
- Prepare HBL MBL
- Send pre-alert to overseas agent
- Arrange transportation
- Declaring import and export permit using Trade Net
- Monitor loading unloading of container and prepare work schedule
- Provide high level quality of data information, customer service to the local overseas customer and agent
- Checking and passing transportation bills and other invoices
- Co-ordinate with carriers, vendors, overseas office and customer to ensure smooth shipment transaction

**PREVIOUS ORGANISATION**

**LTH LOGISTICS PTE LTD (CHEMICAL HUB) - SINGAPORE**

(Member of freight link group)

**DESIGNATION: CUSTOMER SERVICE REPRESENTATIVE**

**DURATION: AUG 2013 TO SEP 2014**

**Roles and Responsibilities**

- Cargo clearance (Chemical cargo, FCL, LCL ISOTANK import)
- Arrange and coordinate all import and export shipping matters according to client requirements
- Coordinate internal warehouse operation, traffic control to support timely receipt and delivery of shipments to customer client
- To ensure all inventory transactions such as inbound, put-away and outbound records are timely and accurately updated into Warehouse management systems
- Preparing Storing order, delivery order for the client
- Using port.net software doing full port.net process
- Drumming arrangement. (From isotank into drumming) then export
- Declaring import and export permit using Trade Net

- Maintain regular contact with customer and respond promptly to customer inquiries to ensure that all their requirements and specific are met
- Resolve customer disputes
- Attend customer inquiries in coordination with the business development and customer service manager and manage customer expectation
- To send inventory report to customer on regular basis
- Prepare job billing to customer

### **PREVIOUS ORGANISATION**

#### **M/S. RELIANCE LOGISTIC PTE LTD-SINGAPORE**

**DESIGNATION: LOGISTICS COORDINATOR**

**DURATION: Nov 2006 to JUL2013**

#### **Roles and Responsibilities**

- Assist in day to day operation including picking and packing, goods receiving, wrapping, labeling and issuing.
- Check all incoming goods to ensure correct quantity and stock received are in good condition.
- Record goods received in tally sheets and transfer goods from receiving area to storage area
- Monitor loading & unloading of container
- Monitor all movements of cargoes in and out of the warehouse
- Prepare cargoes for export shipment and local delivery also make sure correct cargo loaded into the correct container
- Ensure strict control of stock movements process
- Coordinate annual stock take activities
- Plan and coordinate all activities related to customer to ensure their requirement are met
- Maintaining of records & checklists regarding the operation
- Maintain Bonded Ware House document and minimize the customs non compliance
- Updating inward & outward movements in WMS (Warehouse Management System)
- Fulfil orders and generate report using WMS
- Preparing monthly inventory reports and send to customer
- Manage customer expectation and ensure timely delivery and quality of goods

#### **Educational Qualification:**

Qualification	Year of Study	Institution	Class
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MSC CHEMISTRY	1996-1998	Bharathidasan University - Tamilnadu,India	First class
BSC CHEMISTRY	1992-1995	Bharathidasan university- TamilNadu ,India	First class

### **Personal Strength:**

Good communication & Leader ship skill  
Performing the work with Shorter Lead time  
Ability to work under pressure

### **Computer Skills**

Operating Systems : Windows XP/2010  
Office Applications : Word, Excel,

### **Personal details**

Date of

Current Salary : S\$ 3500

Expected Salary : S\$ 4500

Reason for Leaving : Seeking for good opportunity

Earliest Availability : 1Month

### **DECLARATION**

I hereby declare that all the information's furnished above are true to best of my knowledge.

Place: Singapore

Date: