
EXECUTIVE SUMMARY

Logistics Supervisor with 10 years of experience in **logistics and inventory control management**. Leading over 8 projects on continuous improvement for warehouse and shipping. To be able to render my knowledge and skills as well as my experience to a prestigious company and be a part of its continuing success in its endeavor

WORKING EXPERIENCE

August 2013 to Current

Logistics Supervisor

Jabil Circuit Singapore PTE LTD

(Gross salary \$4000/month)

Job Responsibilities: (2016-Current)

- In charge of the Shipping & Logistics Team
- Managing high level of accuracy in the FG warehouse area with weekly cycle count and ensure 5S activities are uphold
- Arrange transportation, schedule staff, and orchestrate deliveries to meet customer demand with little to no delay.
- Manages daily activities throughout the order fulfillment and transportation cycle to make sure established deadlines are met.
- Daily internal communication with buyers and planners on their materials and build plans.
- Send daily and monthly shipping and freight report to management.
- Analyze shipment errors and write up RCCA /CAR report to present to customers.
- Responsible for all aspects of the team's performance, specifically achievement of quality and delivery targets, process adherence and the relationship with internal and external customers.
- Liaise with freight forwarder and courier services for new updates on their services and rates.
- Monitor and manage all of the Import and Export activities into Jabil through Appointed Freight Forwarders & Transporters
- Continually review freight costs, transportation rates, and/or the prices of raw materials to keep costs down where possible.
- Ensure Trade Compliance are met for all import/export activities
- Continuous improvement of procedure for shipping and logistics
- Quarterly business review with freight forwarder and courier service.
- Involved in Sea/Air RFQ process and QBR with the appointed Freight Forwarders
- Work closely with regional logistics on the lanes and rates due to covid-19.

Job Responsibilities: (2013-2016) (Warehouse Lead)

- In-charge of warehouse inventory.
- In-charge of daily Inventory count in the warehouse.
- Maintained accurate stock records and schedules.
- Supervised and coordinated the activities of workers engaged in daily warehouse duties.
- Oversee RMA and MDRs receiving.
- Work closely with Buyers and production in daily activities.
- Work closely with Inventory Analysis (IA) in daily activities.
- Help to investigate issues on materials reported by production side.
- Conduct monthly, quarterly and yearly inventories of warehouse stock.
- Reported inventory balances and cycle count in both ERP and WMS system.
- Oversee warehousing and storage practices and housekeeping.
- Proficient in inventory and warehouse management software systems.
- Manage Warehouse Teams in regards to keeping accurate Physical inventory count and cycle count of warehouse inventory products.
- Sending weekly/monthly inventory reports to Management and Finance.
- Preparations of Audits and Customer visits.
- Miscellaneous duties as assigned by Supervisor and Manager.

January 2011 to July 2013

Storekeeper

DB Schenker Singapore PTE LTD

(Gross salary \$2000/month)

Job Responsibilities:

- Taking care of warehouse inventory.
- In-charge of daily cycle count in the warehouse.
- Receive in DOAs and stock rotations.
- Assist in daily incoming and perform goods receiving.
- Backup for daily outgoing orders if there is a lot and assist in outbound packing system.
- Booking of shipments to forwarders.
- Help to release cargo to forwarders.
- Work closely with the customer in daily activities.
- Help to investigate short shipped of parts reported by the customer.
- Miscellaneous duties as assigned by Supervisor and Manager.

EXPECTED SALARY

\$4300– \$4800 (Negotiable)

AVAILABILITY

2 months noticed (Negotiable)

EDUCATION

2015	Diploma in Supply Chain Mgmt, Singapore Institute of Material Management
2007	NITEC in Electronic Engineering, ITE College East
2005	GCE 'N' Level, Siglap Secondary School
2000	PSLE, Elias Park Primary School

COURSES/CERTIFICATION/SKILLS

- Forklift License
- Dangerous Goods Certification
- 5S and safety
- Good Document Practice (GDP) and Good manufacturing practice (GMP)
- Logistics and Transport Safety Orientation Course
- WSQ Perform Warehouse Operation (SOA)
- WSQ Perform Stock Control and Housekeeping Operation (SOA)
- WSQ Apply 5S Techniques (SOA)
- WSQ Apply Quality Systems (SOA)
- WSQ Apply Teamwork in the Workplace (SOA)
- WSQ Apply WSH Policy (SOA)
- Jabil Lean Six Sigma Bronze
- Jabil Kaizen Event
- Jabil DMAIC
- SAP/WMS/Oracle
- Microsoft Office
- Google Drive/Outlook